Datafile 2021 Supplement

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Chapter 1 Introduction

We continue to develop additional functionality to the Datafile application based upon requests from users and partners. Feedback is <u>always</u> added to our development review list for consideration and potential inclusion in subsequent updates of the software as this release continues to demonstrate.

In addition, we have continued development of our new product Datafile 2021.

Datafile 2021 is the latest release of a completely new version of our software written in a modern development environment. It contains all the features and functions available in the V7 product (plus more) and a fresh new user interface to improve navigation and speed up information retrieval. This new development environment gives us greater flexibility longer term to allow the inclusion of features and functions not currently possible with V7 and ensures longevity of the software.

This new version has been written with our many end users in mind to ensure a cost-effective migration; any customisations made to V7 including user menus, database table changes, screen designs, and reports are automatically transferred across meaning that there is no re-work required by the client.

If you have not already updated to Datafile 20xx and you are interested in finding out more about Datafile 2021 please call your Datafile Partner.

Features introduced in Datafile 2021 include:

- Digital Signatures
- Advanced Alerts
- Landing Page Edits
- Additional History Databases for Ledger Enquiry Applications
- Stock Location Panels for Ledger Enquiry
- Clone a Landing Page on Data Visualisation Tabs
- Postponed VAT Accounting
- Additional Copy Items in Order Processing
- User Database

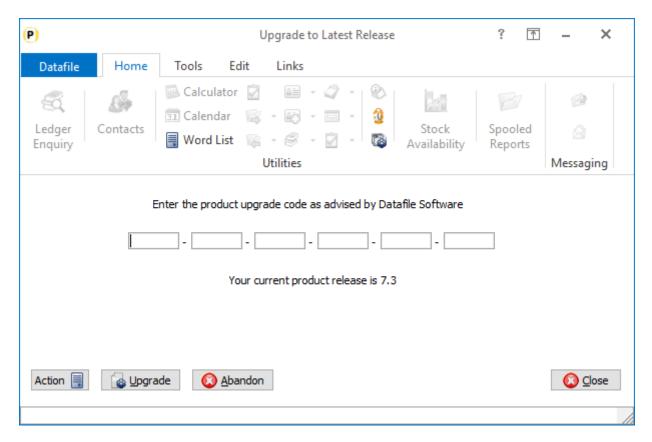
Installing Datafile 2021 and Release 7.4

Updating Your Registration Number

To update your serial number to the new release (7.4) you need to enter the upgrade code that was supplied via your Datafile Support Partner.

Sign on with the SLAVE user-id and password and select the option 'Upgrade to Latest Release'.

The upgrade code is 24 characters split into six groups of four, you need to press the <Enter> or <Tab> key after each part. Once the code has been entered press UPGRADE to update to the current release.



If the code is not accepted re-check that you have entered the code as supplied by your reseller. If the code is still not accepted ask your Datafile reseller to arrange an update of the security file.

Do not proceed with the program update until the upgrade key has been entered, or an updated security file has been supplied, as you will not be able to use the software.

Upgrade Procedures

Follow these instructions to update your system to Datafile 2021

Note that you cannot use the updated programs unless you have a registration / serial number beginning with '74'.

Before you start, certain details are required:

- Is Datafile installed on a network, if so are the programs run from the network or the local terminal?
- Where are the Datafile programs held?
- Have you downloaded the "Release 7.4 Update.exe" or "Datafile 2021 Update.exe"? If not, download from the website now.

Once these details are known you can begin the upgrade.

- 1. All users must exit Datafile Software completely. Users should select 'Quit' on the main menu and then 'Quit/Exit Datafile' from the sign-on screen. Users should also exit Microsoft Word & Outlook programs.
- 2. Double-click the downloaded update file. This is a compressed archive file which, when run, will unzip the updated programs and installation procedure. The default folder the system will wish to unzip to is C:\REL74UPD for the Version 7.4 update (C:\DF2020UPD for the 2021 update). If this is acceptable, click FINISH or use Browse to change to a folder of your own choosing. (If a new folder warning is displayed select YES to create this folder). The system will then expand the compressed files and then automatically launch the setup process.
- 3. Choose 'Update Program Files'
- 4. Choose whether you wish to update your menus. No updated menus are released with this update.
- 5. Choose 'Network Installation' or 'Local Installation' as appropriate.
- 6. Next the system asks for the paths of the Datafile Software system.

PROGRAMS (Path 1) – location of Version 7 Programs (DFWIN.EXE) PARAMETERS (Path 2) – location of main Datafile folder (DIAMOND.D00) DATA (Path 3) – location of main company files (DIAMOND.D05) PROGRAMS20 (Path 4) – location of Datafile 20nn Programs (DFWIN.EXE) – 2021 Upgrades Only

The system will validate that the pathnames entered here contain files appropriate for each location (these are the filenames in brackets above). To check the paths to be entered you can use the FIND/SEARCH option on the Windows Start Menu.

- 7. Once the pathnames are accepted, press <NEXT> until the Licence Agreement is displayed and 'YES' to accept this. The supplied programs will then be updated.
- 8. If installing to a Local Workstation, then the update is now complete. If installing to a Network, then the update continues by asking 'Do You Want to Install Local Programs'. Respond 'Y' to this prompt regardless as to whether programs are run locally or over the network you still need to update the local workstation for Microsoft Word links. After a short pause the system will ask you to confirm whether programs are run from the Network or Locally. Confirm as appropriate.
- 9. If running programs locally you are then asked to confirm the local program path usually C:\DFWIN\PROGRAMS. If running programs from the network, then this prompt is skipped.

- 10. You are then asked to confirm the folder on the Start Menu to access Datafile (usually DATAFILE SOFTWARE) before the system updates the appropriate local files.
- 11. Update of the workstation is now complete. To update other workstations, you need to run SETUP.EXE from the main Datafile folder on the network (use the Windows option RUN on the Start Menu) from each workstation this repeats options 9-11 above. You can now delete the contents of the REL74UPD / DF2021UPD folder and the compressed archive file.

Important Notes for Upgrade from Earlier Versions

Increased Record Size / Data Items per Database

The Release 5.9 update increased the maximum number of items per database to 320 and doubled the maximum record size from 2K to 4K. Once these features have been taken advantage of you will no longer be able to use the DOS product or earlier versions of the Windows product in conjunction with these databases.

Microsoft Office Links

The Release 6.0 update introduced improved links to Microsoft Word and Outlook that are only applicable for users using the XP, Vista or Server 2003/2008 operating systems together with the Microsoft Office 2003 / 2007 packages.

Users on earlier Microsoft Office versions or on earlier operating systems should note that these features should not be enabled. Similarly, users using alternative email clients should not implement the Outlook email links.

Increased File Sizes

The Release 6.4 update increased the maximum files sizes allowed for DFD and saved document files over 2GB. Once these features have been taken advantage of you will no longer be able to use earlier versions of the program in conjunction with these files.

Additional Secondary Indexes

This Release 6.9 / Datafile 2016 update allowed, for Premier users, the option to convert the database extra selection items to additional secondary indexes. Once these features are enabled you will no longer be able to access these DFDs with earlier versions of the programs. You <u>must</u> ensure that all access, including SQL replication processes, use program versions F52 or later.

Increased Screen Size

The Datafile 2019 release includes options to increase screen sizes for the main application screens. These options are incompatible with V7 and with earlier versions of Datafile 2018. Once these features are enabled you will no longer be able to access these screens with earlier versions of the programs.

User List (DIAMOND.D02)

This Datafile 2020 release, and technical updates from version G12 onwards, includes changes the structure of the user list meaning all programs accessing Datafile should be updated. You <u>must</u> ensure that all access, including SQL Replication processes use program versions G12 or later.

Chapter 2

Application Features

Sales and Purchase Ledgers

Show Credit Values as Negative on Sales Statements

When printing a sales statement, the document configuration allows you to print columns for the debit (invoices) and credit (payments and credit) values. If printing these in the same print column then can be

useful to display the credits values as negative to give the customer greater clarity. A new option has been added to the document parameters in this release to allow this.

Installation

Document Design Manager

New parameters have been added to the statement design to print the credit values as negative.

To update the Document, select **Installation** from the main menu followed by the **Application Manager** option and then **Document Design Manager**. Select the **Sales Ledger** application and then select the document to be updated and then, once the document mask is displayed, select the **Parameters** option on the main toolbar – the option to display credits as negative is on the Column Settings parameter screen.

Datafile 2021

P	Column Settings (Screen	1 3 of 13)		?	^ -	×
Datafile Home	Tools Edit Links					
ي Ledger Enquiry	Calculator Price Checker Calendar Construction Word List Supplier Matrix Utilities	-	Stock	Spooled Reports	ک Messaging	
	General description e.g. Bal/Bf ? Account Code line ? column ? Print statement date on line ? column ? If month ageing, month end line ? col ? Debit column ? Credit column ? Unallocated amount column ? Balance column ? Omit balance, net values in Db/Cr ? Print last-alloc-amt in Db/Cr ? Final balance on line number ? Transaction type column ? Invoice Age days column ? Highlight overdue invoice col ? Start col for rem-advice ?	First 0 19 4 19 21 0 0 0 47 0 47 0 67 67 61 13 0 77 0	Second 0 0 0 0 0 0 0 57 57 0 0 0 0 0 0 0 0 0 0 0 0 0			
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Comp DEM						

Show Credits as Negative – set as appropriate for the first and second print of the credit value.

STATEMENT

Marton Machines 100 Higher Lane Stockton Heath Warrington

WA5 5EN

Account MAR002

31/01/2018

Date

Date Туре Ref Description Tx Value Tx O/S Balance 26/01/2018 31/01/2018 INV CRN Dining suites Credit as Agreed 1410.00 1290.00 000005 2820.00 1410.00 000004 -120.00 -120.00 Current 1410.00 Account Balance 1290.00 Total Balance Overdue 0.00

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Automatic Payments – Omit Exclusive File Locks

Datafile 2021 Diamond and Premier only

The Purchase Ledger options within the Automatic Payment procedure for **Run Proposed Payments** and **Generate Payments** both require an exclusive file lock on the supplier accounts and transaction tables meaning that other users cannot use these files preventing use of Purchase Order Processing and Cashbook. This new feature allows you to apply record locking rather than file locking meaning other users can remain in the system.

Installation

Application User Facilities

To enable the option to omit exclusive file locks a new parameter has been added within the Purchase Ledger Application User Facilities.

To update *Premier* Installer users can right-click on the Proposed to Pay menu action and choose to **Configure Option**. Alternatively, users can select **Installation** from the main menu followed by **Application Manager**, **Application User Facilities**, **Purchase Ledger** and **Purchase Transactions**.

Once the initial Transaction Features are displayed select the **Opt-4** button to display the Auto Payment procedure parameters.

P	Transaction Features	?	<u>↑</u> –	×
Datafile Home	Tools Edit Links			
	📷 Calculator 🗹 Price Checker 🛛 🖬 🔹 🦪 🔹 😵	P	2	
Ledger Contacts Enquiry	🗐 Word List 🛛 🙀 Supplier Matrix 👻 🥩 🗸 🖉 🔹 🕅 Availability	Spooled Reports		
	Utilities		Messaging	
Generate Payments / Rem	iittance Advice			
	Pre-set Selection for proposed payments ?	?		
	Include in real-time Nominal updating ?			
	Alternate full definition pathname DEM-PL3.DEF			
	Print only transactions selected			
	Omit print of payment transaction Which printer control set 1			
	which printer control set			
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Omit Exclusive File Locks – set to apply record locking to the supplier accounts and transactions during the Propose to Pay and Generate Payment options.

Note

Enabling the options for record locking will mean that the auto payment procedure will take a longer time to process as the process applies individual record locks and updates during the process.

You also need to ensure that the 'Allocation In Progress' flag options are enabled (see the Datafile 2019 Supplement for more details on this)

Nominal and Cashbook

Postponed VAT Accounting

Datafile 2021

From 1st January 2021, if your business is registered for VAT in the UK you will be able to account for import VAT on your VAT return for goods you import into:

- Great Britain (England, Scotland, and Wales) from anywhere outside the UK
- Northern Ireland from anywhere outside the UK and EU

Accounting for import VAT on your VAT return means you can declare and recover import VAT on the same VAT return, rather than pay it upfront and recover it later. The normal rules about what VAT can be reclaimed as input tax still apply.

You can account for import VAT on your VAT Return if:

- The goods you import are for use in your business.
- You include your EORI number starting with 'GB' on your customs declaration.
- Vou include your VAT Registration No on your customs declaration (if needed).

An online monthly statement will be available from the HMRC to download and keep for your records. It will show the total import VAT postponed for the previous month which you need to include on your VAT Return. To include on your VAT Return you need to complete the following boxes on your VAT Return.

- Box 1 Include the VAT due in this period on imports accounted for through postponed VAT accounting.
- Box 4 Include the VAT reclaimed in this period on imports accounted for through postponed VAT accounting.
- Box 7 Include the total value of all imports of goods included on your online monthly statement, excluding any VAT.

VAT Table

A new VAT code is required to identify VAT transactions processed under postponed VAT accounting and a new parameter has been added to the VAT table.

2					Tax De	tails (1/2)				?	<u> </u>
Datafile	Home	Tools	Edit Link	5							
Enquiry	Contacts	🗊 Calenda	or 🗹 Price C r 🙀 Discou t 🙀 Supplie	nt Matrix er Matrix	+ 🛃 Dat		s + 💷 +	0	Stock Availabilit	Spoo y Repo	led 🔗
			Sales/Purch Cash Accour Maintain &	nting for thi			Monthly?		Period	Basis?	
Co	ode Title		Rate	Exempt	EC-Tax	UK Equiv	Reverse Equiv	EC Sales	Ign-Rev Limit	Outside Scope	PVA
1 S 2 E 3 Z 4 C 5 X 6 F 7 D 8 R 9 V 10 I	Standar Exempt Zero-Ra EC-Goo EC-Serv Reduce Deposit Reverse EC-Rev Import	ated ds rices d s e-VAT -VAT	20.00 0.00 0.00 0.00 5.00 0.00 0.00 0.00 0.00	N Y Y Y N N Y Y	N N Y Y N N Y N N	Z 	S S S	N N Y N N N N N	N N N N N N N N N N N N N N N N N N N	N N N N N N N N N N N N N N N N N N N	N N N N N N N N Y
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Code – set the code to be used for Import VAT. We have used 'I' here but can use any character.

Title – set the title to be displayed, for example, 'Import VAT'.

Rate – set the rate to 0.

Exempt – set the flag to Y (if set on a supplier this VAT code will override any picked up from Stock)

EC Tax – set this flag to N

UK Equivalent – leave this blank

Reverse Equivalent - set this to main UK tax code (i.e., S)

EC Sales – set this to N

Ignore Reverse VAT Limit - set this to Y

Outside Scope - set this to N

PVA – set this to Y

Posting Your Import VAT Journal

If posting the Import VAT from your online statement you can use the Nominal Journal postings.

P			Nominal Transactions			? 🗈 – X
Datafile Ledger Enquiry	Home	Tools Edit Links Calculator Price Checker Data Calendar Price Discount Matrix Price Data Word List Supplier Matrix Price Price		Pause System	Stock S	Spooled ^Q
Journa Ent A/c		Period 1 Date 01/01/18	Desc Import VAT	VAT Code	Debit	Credit
1 850 2 850 3 101 4 101	VAT	Control Account Control Account chases chases	Input VAT Output VAT Input Goods N/A		200.00	200.00
Action 📑	€ <u>A</u> dd	Delete Edit 📰 List	Totals			🔕 E <u>x</u> it

For the example here we have assumed that your Import VAT is for £1000 worth of goods and £200 for VAT. Your supplier invoice has already been posted using an Out-of-Scope VAT code to your Purchases nominal code.

The first entry updates the VAT Form Box 4 value with the VAT reclaimed in this period on imports accounted for through postponed VAT accounting.

The second entry updates the VAT Form Box 1 value with the VAT due in this period on imports accounted for through postponed VAT accounting.

The third entry updates the VAT Form Box 7 value with the total value of all imports of goods included on your online monthly statement, excluding any VAT.

The fourth entry reverses the original supplier invoice posting.

When you submit your VAT Form 100 then this would be updated as:

(P)		Vat Total	5	?	Ť	_	×
Datafile Home	Tools Edit	Links					
Enquiry	🐼 Calculator 📓 🗊 Calendar 📑 Word List 窿	 Image: A state of the state of	- 🔮 🛃 - 🥸 Stock - 🔞 Availability		Cooled eports		@ 요 ssaging
Processing nominal transa	ctions		Done	(sorte	:d)		
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Updating transactions as p	processed		Not-Applic				
Comp DEM							

Posting Supplier Invoices

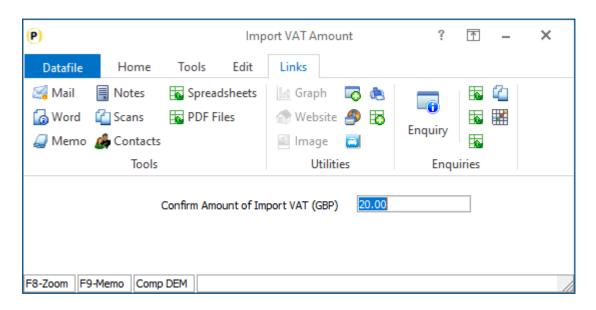
Generally, if using the online statement to update your VAT return your supplier invoices would be posted under an 'Out-of-Scope' VAT code.

The nominal journal posting would then declare the Import for VAT purposes. Any duty invoices would be posted using standard VAT as usual, but they would no longer include import VAT entries.

You can, however, use the Import VAT as part of your supplier invoice postings – this will update boxes 1, 4 and 7 on the VAT Form as per the nominal journal above. You may still need to post manual adjustments due to 'timing' issues between your supplier invoice updating and your HMRC online statement.

The use of the Import VAT tax code is restricted to suppliers with a non-GB EC Country Code. If you attempt to use an Import VAT tax code for a UK supplier, you will be warned accordingly.

Otherwise for direct entry in the Purchase Ledger or Supplier Invoices in Purchase Invoice entry then after confirming the VAT code you will be prompted to confirm the amount of Import VAT.



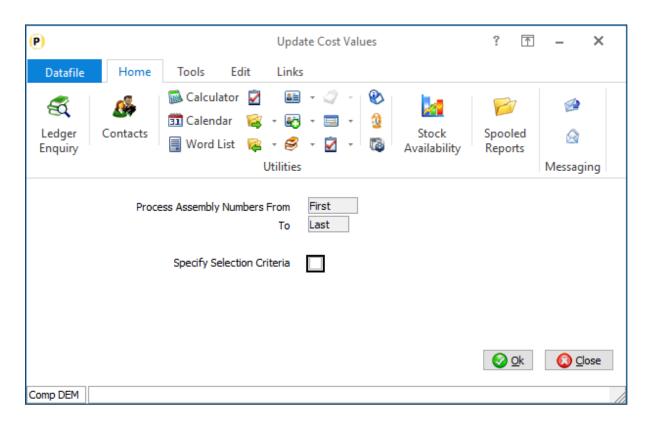
For Purchase Order Processing when raising the supplier invoice the Import VAT will be calculated and updated automatically but if confirming VAT on a line-by-line basis you will also be prompted to confirm the Import VAT. Regardless of the currency of the supplier the Import VAT would be calculated / entered in GBP.

Stock Control

Recalculate Cost of Assemblies

Datafile 2021

The Recalculate Cost of Assemblies procedure updates the cost price on the finished stock item based on the current cost of the components. Currently the procedure allows you to set the range of assembly codes to be processed, this new feature allows you to use the selection criteria tools instead.



If selection criteria are required select this option and the usual criteria options are available.

Installation

No configuration changes required. This option is available on update to Datafile 2021.

Payroll

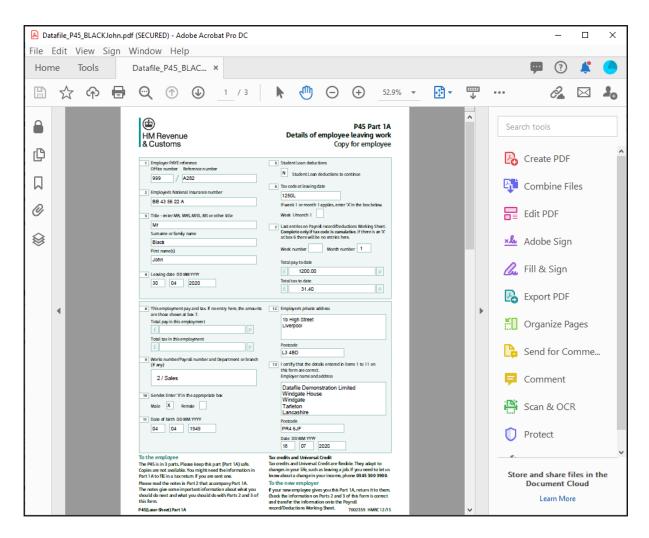
Print P45 to PDF Form

Datafile 2021 and Release 7.4

A new option has been added to Payroll to print the P45 document to a PDF form document template. This allows you to print the P45 from the software to plain paper without ordering HMRC stationery.

If enabled, then when print the P45 the system will no longer prompt with the printer dialog but will open your default PDF software to display the P45 form.

P			Mainta	ain Employee	(Period 1	- 30/04/2	0 Monthly	y) - Emp	oloyee 2		?	↑	_	×
Datafile	Home	Tools	Edit	Links										
🏹 Email	📕 Notes	🔂 Sprea	dsheets	🕼 Graph	🔽 Asso	ciate File	🍋 Labe	s		2	Docum	nents	31 Ca	lendar
🐻 Word	🖆 Scans	🔂 PDF F	iles	💮 Websit	e 🞒 Loca	tion Map	Clipb	ooard	-0		Transac	tions		
Memo	Contacts	5		📓 Image	🔤 Rout	e Map	_		Enquir	y	P11			
	Tools				Uti	lities					Enqui	ries		
	PAYE Refer	ence	9	999	A2	82								
	Employees	NI No	1	BB435622A										
	Surname		l	Black					Title	Mr				
	First Names	5		John										
	Date of Lea	aving		30/04/2020			Continu	ie Studer	nt Loan	N				
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	Last Pay Pe				1									
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	Employee N			2	Dept		Sales							
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		Dat	e of Leav	ring 30/04/20 Print P45 Doci		Period Yes 🤡	1 💌		Is e	Pay in mployee	this perio	-		



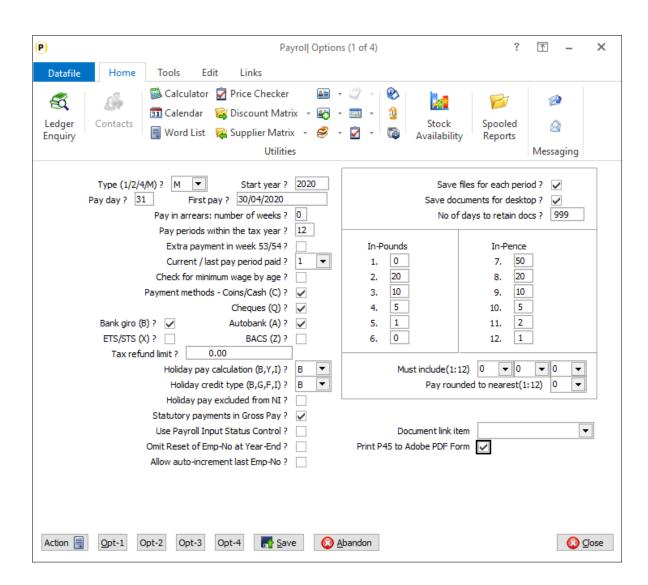
You can then use the print / email options within the PDF software as required.

Installation

System Profiles

A new parameter has been added to the Payroll System Profiles to enable the P45 print option. To update *Diamond* and *Premier* users should select **Installation** from the main menu followed by **Application Manager** and then **System Profiles**. *Professional* users should select **Installation**, **Lock Out All Systems** and then **System Profiles**.

Select the **Payroll** application, the new parameter is on the Payroll Profile screen.



Print P45 to Adobe PDF Form – set to use the Adobe PDF Form for P45 print.

Notes

The P45 document is created in a folder **Completed_Forms** off the main Datafile folder – usually DF or DFWIN. This folder will be created on first use. You may wish to discuss with your network support provider restricting access to that folder to required personnel.

As the P45 is not printed from Datafile it cannot be saved to the usual document history options. You can however save a copy of the PDF in the Associate File folder if needed (though the P45 can be re-printed as required).

This option is only available for the 20/21 tax year onwards.

Sales / Purchase Order Processing

Replicate Orders – Retain Original Order Pricing

Datafile 2021 Diamond and Premier only

As part of the configuration options for Order Replication the system allows a parameter setting as to whether original order prices are carried over to the new order. Set to 'Y' then prices are carried over from the original order, set to 'N' prices are reset to the current stock/matrix prices.

This new feature allows for the retention of the original order prices to be a prompt to the user during order entry.

(P)	Maintain Orders - Replicate		? 🗈 – 🗙
Datafile Home Tools Edit Links			
Enquin	× 🔐 - 🧳 - 🕸	Stock Spooled Availability Reports	🧀 요 Messaging
Order No 000009 Customer	BAL001 Baldwin Indus	tries plc	
Date Added 26/01/2018 Order Status A A-Active, Q-Quote, H-I Sales/Stock Transaction Description	Hold	al Notes	
Credit Order Customer Ref Date Required 31/01/2018 Contact 000000	Job Refe	erence	
Email To N @			

The prompt 'Retain Original Order Pricing' will default the response based on whether set to retain original order pricing within the parameter settings.

Installation

Application User Facilities

To enable the option to prompt to retain original order pricing a new option has been added to the replication parameters.

To update *Premier* Installer users can right-click on the Order Entry menu action and choose to **Configure Option**. Alternatively, users can select **Installation** from the main menu followed by **Application Manager**, **Application User Facilities**, **Sales (Purchase) Order Processing** and **Enter/Amend Orders**.

Next select **Advanced Input Facilities**, **Optional Features** and move to screen 3. As you <Enter> through the parameter for 'Allow Replicate Order Header and Details' a pop-up parameter screen is displayed.

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Old Order Updating 0	DET - Flag Date	-	0	0	0	0	0	0	0	0
HDR - New Order Image: Constraint of the second	DET - Flag Time	-	0	0	0	0	0	0	0	0
DET - New Order Image: Constraint of the status HDR - New Status Image: Constraint of the status DET - New Status Image: Constraint of the status DET - New Status Image: Constraint of the status Retain original order pricing ? Image: Prompt at Run-Time ?	Old Order Updating		0	0	0	0	0	0	0	0
HDR - New Status DET - New Status Retain original order pricing ? Prompt at Run-Time ?	HDR - New Order	-	0	0	0	0	0	0	0	0
DET - New Status Image: Constraint of the status Image: Constraint of the status Image: Constraint of the status Retain original order pricing ? Image: Constraint of the status Image: Constraint of the status	DET - New Order	-	0	0	0	0	0	0	0	0
Retain original order pricing ?	HDR - New Status			0		0		0	0	0
	DET - New Status	-	0	0	0	0	0	0	0	0
Allow "Are You Sure" confirmation ?	Key "Y" to Replicate Order D	etails ?	✓ F	Prompt at	: Run-Time	? 🗸				

Prompt at Run-Time – set to prompt to retain original pricing at run-time, the default response of Y/N depending on setting for 'Retain Original Order Pricing'.

Change Order Status – Omit Option to Display in Sequence Entered

Datafile 2021 Diamond and Premier only

When selecting the option to change status of orders the first prompt asks to display orders in the sequence entered. This option lists each order in turn asking if wish to update the status. This new option allows you to omit this prompt and to automatically ask for the order to update.

P				Status			? 🗂 🗕	×
Datafile H	ome Tools	Edit Links						
	5	ator 📝 Price Checker	🛋 Databases 👻 🦪 F	leports 👻 🛛 🛞 About C	ompony in the			
🚭 🗕		_	_			👔 🛛 📂		
Ledger Cont	acts	lar 🥰 Discount Matrix ᠇	-		Sto		Post Collect	
Enquiry	Word L	List 🛛 🙀 Supplier Matrix 👻	-	Aulti-Task , 🔞 Change	Printer Availa	bility Reports	Messages Messages	
			Utilities				Messaging	
Order-Ref	Customer	Order Status	Order Value	Invoiced Value	Ord-Date	Comment		
order tter	Customer			Invoiced value	Ord-Date	commerte		_
Status A-a	ctive C	-complete D-deleted	H-hold	Q-quote				
User defined								
F4-Select F6-Next	F4-Select F6-Next Comp DEM							

Installation

Application User Facilities

To enable the option to omit the prompt to display orders.

To update *Premier* Installer users can right-click on the Order Entry menu action and choose to **Configure Option**. Alternatively, users can select **Installation** from the main menu followed by **Application Manager**, **Application User Facilities**, **Sales (Purchase) Order Processing** and **Enter/Amend Orders**.

Next select Advanced Input Facilities, Optional Features and move to screen 5.

(P)	Optional Features (5/6)	? 🗹 – 🗙
Datafile Home	Tools Edit Links	
Enquiry	Image: Calculator Image: Price Checker Im	Spooled Reports Messaging
	Allow change status from Quote directly to Forward ? Allow change status from Forward directly to Hold ? Change Status - Omit prompt to 'Display in Sequence' ? Restrict change status from Forward to Active ? Forward to Active ? Forward to Hold ? Forward to Complete ? Restrict delete of details linked to Works Orders ? Delete linked Works Order when delete Sales Order ?	
	Show descriptions / extra text as memo ?	
	Reset Date-Input if Quote made Active/Hold/Forward ?	
	Save Last-Order details on SLA and STA ?	
	Alt Part Order Detail Item Alt Part From Stock Item To	
Action 🗐 Opt-1 C	Opt-2 Opt-3 Opt-4 Opt-5 Opt-6 🚮 Save 🔇 Abandon	Cose

Change Status – Omit Prompt to 'Display in Sequence' – set this option to omit the prompt.

Select Alternate Part References

Datafile 2021 Diamond and Premier only

This new feature allows you to select a 'part reference' from a list of data items on the stock record.

(P)	Maintain Orders	?	-	×
Datafile Home Tools Edit Links				
Calculator 2 Price Checker Contacts Contacts Contacts Supplier Matrix	Stock Speeled Dest Collect			
Order 000011 Entries 0 / 0.00 BAL001/Baldwin Industries plc				
Stock Code CH0167 Description Dining Chair - teak/dralon				
Alternate Part Ref				
Order-Qty 1.00 Price 0.00 Goods Value 0.00	Per 1			
Discount Rate 0.00 Discount Annt 0.00 Order Value 0.00				
Tax Code S Nominal Code 001 Analysis Code 1	Job Code Cost Code			
Physical stock level 35.00	Free stock 56.00			
F8-Zoom F9-Memo Comp DEM				//

The reference options will be offered via a drop-down list or via F4-Select to choose, alternatively you can type in a reference not on the list. Note if enter a new reference this is not saved for future selection.

Installation

Database Changes

Changes are required to the Sales/Purchase Order Detail and the Stock Records databases to record the alternate references. To add these items, select **Installation** from the main menu followed by **Application Manager** and then **Restructure A Database**. Select the Sales/Purchase Order Processing application or the Stock Control application and elect to update the **Live Files** and then select the appropriate application file.

To insert a new item press <Enter> against a blank entry, enter the title as required and press <Enter>, select the item type (using the drop-down list if required), and depending on item type select the size required.

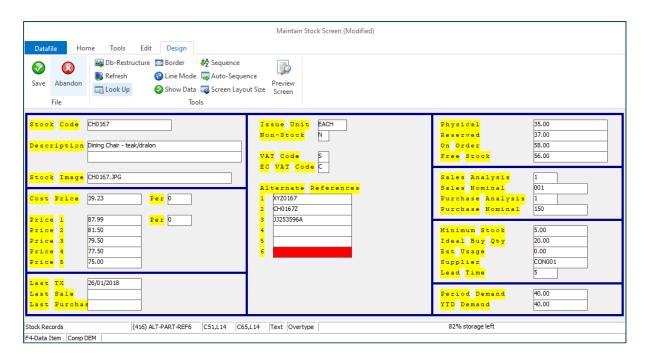
File	Item Name	Туре	Description
SOD/POD STA	ALT-PART-REF ALT-REF-1	x x	Holds the selected alternate reference. Holds the first of series of the available alternate references.
STA	ALT-REF-N	Х	Holds the nth alternate reference. Create items as required as a consecutive block.

Once the required items have been recorded press the <ESC> key and select the UPDATE button to save the database changes. When prompted respond 'Y' to the prompts to 'Extract Existing Data to New Database Structure' and, if appropriate, 'Copy Table Entries from Old Database to New Database'. Final prompts ask to 'Remove (.OLD) Database' and to 'Carry Out the Same Restructure on the BASE File as **well**' – respond as required. If you select to update the base file you need to manually insert the new items at the same data item positions as on the live file.

Application Screen Layouts

Updates are required to a stock maintenance screen and the sales/purchase order detail entry screens to allow input of the alternate references.

To update the main Stock screen, **Installer** users can right-click on the **Stock Records** option on the main Stock menu and choose to update the **Add New Stock** screen. Alternatively, select **Installation** from the main menu followed by **Application Manager** and **Application User Facilities**. Select the Stock Control application followed by **Maintain Stock** and **Add New Stock Records**.



Screen Design is in the usual manner - To insert text labels such as 'Alternate References' use the mouse to position the cursor where required and then type the required text. To insert the data items, position the cursor where required and press the <F4-Select> key and choose the data item required. Set whether items are view-only, mandatory or require uppercase input as required.

To update the Order Detail entry screen **Installer** users can right-click on the **Order Entry** option on the main Sales/Purchase Order Processing menu and choose **Enter / Amend Orders** and **Maintain Order Details**. Alternatively, select **Installation** from the main menu followed by **Application Manager** and **Application User Facilities**. Select the Sales/Purchase Order Processing application followed by **Enter/Amend Orders** and **Maintain Order Details**.

	Maintain Order Details
Datafile Home	Tools Edit Design
Save Abandon	Db-Restructure Border Sequence Refresh Line Mode Auto-Sequence Look Up Show Data Screen Layout Size Tools Tools
Stock <mark>Code</mark> Description	CH0167 Dining chair-teak/dralon
Stock Code Description Alternate Par Which Price Order-Qty Price Goods Value Discount Rate Discount Amnt Order Value Tax Code Nominal Code Analysis Code	t Ref
Order-Qty Price Goods Value	4.00 87.99 Per 1 351.96
Discount Rate Discount Amnt <mark>Order</mark> Value	5.00 17.60 334.36
Tax <mark>Code</mark> Nominal Code Analysis Code	S Job Code D01 Cost Code 1
SALES ORDER DETAILS F4-Data Item Comp DEM	(059) SUPP-PART-NO C21,L6 C35,L6 Text Overtype

Again, enter the text label and position the data item as required.

Application User Facilities

To enable the option new parameters have been added to the SOP/POP Optional Features.

To update *Premier* Installer users can right-click on the Order Entry menu action and choose to **Configure Option**. Alternatively, users can select **Installation** from the main menu followed by **Application Manager**, **Application User Facilities**, **Sales/Purchase Order Processing** and **Enter/Amend Orders**.

Next select Advanced Input Facilities, Optional Features and move to screen 5.

(P)	Optional Features (5/6) ? 🗇 – 🗙
Datafile Home	Tools Edit Links
s 🕺	🐻 Calculator 🗹 Price Checker 🛛 🔤 🔹 🖉 👘 👔 🌍 💋
Ledger Contacts	🗊 Calendar 🙀 Discount Matrix 👻 🛃 👻 🦉 Stock Spooled 🔿
Enquiry	🗐 Word List 🙀 Supplier Matrix 👻 🥩 🔽 👻 🔯 Availability Reports
	Utilities Messaging
	Allow change status from Quote directly to Forward ?
	Allow change status from Forward directly to Hold ?
	Change Status - Omit prompt to 'Display in Sequence' ?
	Restrict change status from Forward to Active ?
	Forward to Hold ?
	Forward to Complete ?
	Forward to Deleted ?
	Restrict delete of details linked to Works Orders ?
	Delete linked Works Order when delete Sales Order ?
	Show descriptions / extra text as memo ?
	Reset Date-Input if Quote made Active/Hold/Forward ?
	Save Last-Order details on SLA and STA ?
	Alt Part Order Detail Item SUPP-PART-NO
	Alt Part From Stock Item ALT-PART-REF To ALT-PART-REF6
Action	Opt-2 Opt-3 Opt-5 Opt-6 Save Abandon Occursion
F4-Select Comp DEM	

Alt Part Order Detail Item – reference the data item on the Order Detail file for input of the alternate reference.

Alt Part From/To Stock Item – reference the first and last in consecutive range of data items on the stock records file for the alternate references available.

Increased Screen Width for Selective Order Screens

Datafile 2021 Diamond and Premier only

Sales and Purchase Order entry allow the options for selective screens – these are designed to allow input to selected items based on criteria allowing you to streamline the order entry process. You may, for example, have a selective order header screen that displays when entering a quote or when entering a credit order.

Earlier updates allowed options to use expanded screen layouts within Order Entry for the main order header and detail entry screens. This update includes changes to support increased screen width for the selective order entry screens.

P	Maintain Orders - Add ? 🗊 🗕 🗙
Datafile Home	Tools Edit Links
Eedger Enquiry	Image: Calculator Image: Price Checker Image: Databases + Image: Price Checker Image: Databases + Image: Price Checker Image: Databases + Image: Price Checker Image: Database + Image: Database +
Order No 000010	Customer BAL001 Baldwin Industries plc
Date Added Order Status Sales/Stock Transaction I Credit Order Customer Ref Date Required	31/01/2018 Additional Notes Delivery Address Q A-Active, Q-Quote, H-Hold Baldwin Industries plc Description Unit 5, Light Ind. Estate Dining Suite Merseyside Image: State State State State State Image: State State State Merseyside Image: State State State State State State
Quote Status Est Chance Est Timeline Chase Date	
Action	C Abandon Vervious Vervious October

Installation

Application User Facilities

To enable the increased size the Screen Design parameters have been updated to allow expansion of the screen parameters.

To update *Premier* Installer users can right-click on the Order Entry menu action and choose to **Configure Option**. Alternatively, users can select **Installation** from the main menu followed by **Application Manager**, **Application User Facilities**, **Sales/Purchase Order Processing** and **Enter/Amend Orders**.

To update the selective header screens users should choose the option to 'Maintain New Order Header Screens'

Maintain New Order Header Screens ×						
In use / Description						
 Primary header screen Secondary header screen Selective popup # 1 Selective popup # 2 Selective popup # 3 Selective popup # 4 Selective popup # 5 	 Primary header screen Secondary header screen Selective popup # 1 Selective popup # 2 Selective popup # 3 Selective popup # 4 Selective popup # 5 	Designed - standard page Undefined Designed - 6 lines Undefined Undefined Undefined Undefined	N/A N/A One defined None defined None defined None defined			
			Ø ОК			

Highlight the selective screen required and click the DESIGN button at the top of the screen. Confirm the number of lines down (this option is unchanged) and the screen will be displayed.

Datafile Ho	Selective Popup # 1				
Save Abandon File	Bo-Restructure Border	Define Screen Layout Size Enable user defined screen layout size Screen layout width (in columns) 120 Screen layout height (in rows) 6			
Est Chance Est Timeli Chase Date	0	OK Cancel			

To enable the user-defined screen size select the option **Screen Layout Size** on the ribbon and set to enable the user-defined screen size and define the width required.

To update the selective detail screens users should update the main detail screen via **Maintain Order Details**. When save the main screen you will be prompted if wish to update the detail screens.

Datafile 2021

Diamond and Premier only

Alternate Discount Item

When entering sales orders, the entered discount is a discount based on the goods value (qty x price) rather than a discount on the unit price. You can create a calculated data item to show the unit price but, as the discount is still based on goods value, you could have queries from customers with regards to the final price if show the discounted unit price due to rounding variations.

One of the existing functions of Datafile allows for the price item to be a calculated field and to update the price from the discount matrix / stock file to a part of this calculation. This new feature allows you to reference a 'alternate' discount item and update the discount from the discount matrix to this item.

Stock Code	CH0167			
Description	Dining Chair - teak/dralon			
Which Price	1			
Order-Qty	1.00			
Price	87.99	Per	1	
Unit Disc%	10.00			
Unit Disc Amnt	8.80			
Unit Price	79.19			
Goods Value	79.19			
Discount Rate	0.00	Tax Code	S	
Discount Amnt	0.00	Nominal	001	
Order Value	79.19	Analysis		

Here the screen shows the full price calculation process – price no, price, unit disc% and amount, unit price, goods value, line discount rate/amount and order value – you can omit the line discount items and goods value if required.

Installation

Database Changes

Changes are required to the Sales Order Detail database. To add these items, select **Installation** from the main menu followed by **Application Manager** and then **Restructure A Database**. Select the Sales Order Processing application and elect to update the **Live Files** and then select the application detail file.

To insert a new item press <Enter> against a blank entry, enter the title as required and press <Enter>, select the item type (using the drop-down list if required), and depending on item type select the size required.

File	Item Name	Туре	Description
SOD	UNIT-DISC-%	K, L	Updated with default line discount or matrix discount.
SOD	UNIT-DISC-AMT	*	Calculation of Price * Unit-Disc / 100 (constant item)
SOD	UNIT-PRICE	*	Calculation of Price less Unit Disc Amt
SOD	GOODS VALUE	*	Calculation of Qty x Unit Price (used to display in screen
			instead of order value on add when omitting standard
			line discount items)

Database Profiles

Within the DB Profiles you need to update the 'Alternate Price' item to be your existing (currency) price item and amend the (currency) price item to reference the new unit price calculation item.

The Alternate Price Each item is referenced on Detail Optional 3, the price item on Detail Mandatory. If currency configured the price item on Detail Mandatory should not be changed, instead update the currency price item on Detail Optional 5.

Application User Facilities

To define the alternative discount item, select **Installation** from the main menu followed by **Application Manager** and then **Application User Facilities**. Select the appropriate Order Processing application before selecting **Enter/Amend Orders**, **Advanced Input Facilities** and **Optional Features**. The new alternate discount option is available on screen 5.

P	Optional Features (5/6)	? 🗈 – 🗙
Datafile Home	Tools Edit Links	
Enquiry	🚍 Ward Link - 🕞 Complian Matrix - 🤗 - 🖼 - 📖	Spooled Reports Messaging
	Allow change status from Quote directly to Forward ?	
	Restrict delete of details linked to Works Orders ?	
	Delete linked Works Order when delete Sales Order ?	
	Show descriptions / extra text as memo ?	
Action	Opt-2 Opt-3 Opt-4 Opt-5 Opt-6 Save Opt-2 Abandon	✓ ✓ Ø Obse
Comp DEM		

Alt Discount – reference the UNIT-DISC-% item added earlier. Discount Matrix unit discounts and order header default line discounts are updated to this item rather than standard detail line discount.

Notes

As the unit discount option is only applicable when using full screen detail entry, you need to configure the system accordingly.

Set on parameter screen 1 of the optional features to 'Use Full Screen Design for Order Entry' and set on parameter screen 2 to 'Maintain Details in Pick Format', 'Insert at Current Line' but switch OFF 'if Pick Display, toggle to full screen'.

Options to omit entry of Line Discount Rate/Amount are also available on screen 2.

Application Screen Design

The Order Detail entry screen will need to be updated to include the new items. To **Installer** users can right-click on the **Order Entry** option on the main Sales Order Processing menu and choose to update the **Maintain Order Details** screen.

Alternatively, select **Installation** from the main menu followed by **Application Manager** and **Application User Facilities**. Select the Sales Order Processing application followed by **Enter/Amend Orders** and **Maintain Order Details**.

Maintain Order Details	
Datafile Home Tools Edit Design	
Image: Save Abandon Image: Save Abandon File Image: Save Abandon File Tools	Preview Screen
Stock Code CH0167	
Description Dining chair-teak/dralon	
Which Price 1	
Which Price 1	
Order-Qty 4.00	
Price 87.99 Per	1
Unit Disco 0.00	
Unit Disc Amnt 0.00 Unit Price 87.99	
Unit Price 87.99	
Goods Value 351.96	
Discount Rate 5.00 Tax Code	<u>s</u>
Discount Amnt 17.60 Nominal	001
Order Value 334.36 Analysis	1
C:1 L:1	Text Overtype
F4-Data Item F5-Insert Line F6-Delete Line Comp DEM	lieur leiteithe l

Screen Design is in the usual manner - To insert text labels such as 'Unit Disc Rate' use the mouse to position the cursor where required and then type the required text. To insert the data items, position the cursor where required and press the <F4-Select> key and choose the data item required. Set whether items are view-only, mandatory or require uppercase input as required.

Screen Items are required for Price No, Price (this is the Alt Price Each referenced item), unit discount rate and amount, unit price and order value. Items should be consecutive in screen input sequence.

You may also wish to review Ledger Enquiry screen / list items configured for display.

Document Design Manager

As the DB profiled price item is now the discounted price and line discount is no longer used you should review your document design templates for Sales Order Processing to maintain consistency with the new order price calculation.

If the pre-discount price is required update the document layout to display the Price from the 'Order Detail Items to be Printed', the discounted unit price will be displayed as the Price from the 'Document Detail

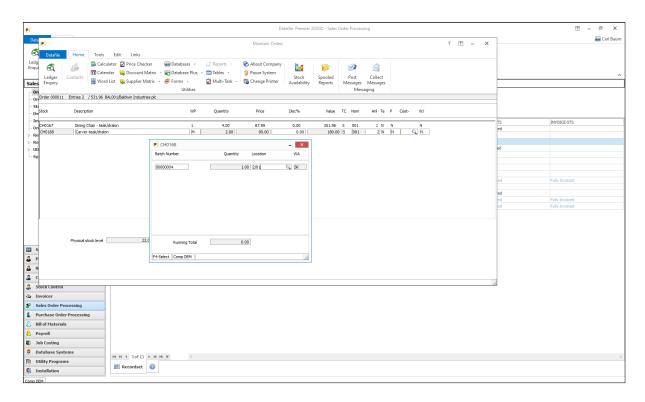
Line' category. Similarly, for discount rate/amount you will use the 'Order Detail Items to be Printed' category rather than the line discount items from the 'Document Details Lines' category.

Pre-Select Batches for Warehouse

Datafile 2021 Diamond and Premier only

When operating from multiple warehouses you may set a default shipping warehouse on the customer record for memo purposes. This new feature allows you to use that default shipping warehouse as a filter when selecting batches within SOP where not using the stock location prefix.

When configured options for entering batch/serial codes within sales order entry, document picking notes and delivery notes will default batches and only offer batches on F4 with a matching warehouse location.



Installation

Database Changes

Changes are required to the Sales Order Detail database and the Batch Records database to hold the warehouse location. For maintenance purposes you may wish to add the warehouse location to the Sales Accounts, Sales Order Header and Batch Location databases also. To add these items, select **Installation** from the main menu followed by **Application Manager** and then **Restructure A Database**. Select the appropriate application and elect to update the **Live Files** and then select the required application file.

To insert a new item press <Enter> against a blank entry, enter the title as required and press <Enter>, select the item type (using the drop-down list if required), and depending on item type select the size required.

File	Item Name	Туре	Description
SOD	WAREHOUSE	Х	Holds the Warehouse Code for matching against batch records.
BAT	WAREHOUSE	Х	Holds the Warehouse Code the batch is held within.
BTL	WAREHOUSE	Х	Holds the default Warehouse Code for the location.
SLA	WAREHOUSE	Х	Holds the default Warehouse Code to be used for the customer.
SOH	WAREHOUSE	Х	Holds the default Warehouse Code to be used for the order.

Once the required items have been recorded press the <ESC> key and select the **UPDATE** button to save the database changes. When prompted respond 'Y' to the prompts to 'Extract Existing Data to New Database Structure' and, if appropriate, 'Copy Table Entries from Old Database to New Database'. Final prompts ask to 'Remove (.OLD) Database' and to 'Carry Out the Same Restructure on the BASE File as well' – respond as required. If you select to update the base file you need to manually insert the new items at the same data item positions as on the live file.

Set Database Profiles

To preset the sales order warehouse based on the customer, and to set the order lines based on a warehouse you need to set copy items within the Database Profiles for Sales Order Processing. To update these settings, select **Installation** from the main menu followed by **Application Manager** and **Set Database Profiles**. Choose the Sales Order Processing application and then the **Copy Acc to Hdr** parameter screen.

2			Database Profiles		?	- >
Datafile Home	Tools Edit	Links				
Eedger Contacts	🐼 Calculator 📝 🗊 Calendar 🧲 🗐 Word List 🔀	Discount Mat	rix ∓ 🛃 ∓ 🚍 ∓ 🔮 Kock x ∓ 🥩 ∓ 🗹 ∓ 🔞 Availability	Spooled Reports	کے ایک Messagir	ng
A/c to Hdr (1/2)		List of Dat	ta Items			
		Item No	Item Name	Туре	Size	^
COPY FROM	то	1	ACCOUNT	X	10	
		2	NAME	х	30	
2	16	3	ADD1	х	30	
107	54	4	ADD2	X	30	
133	65	5	ADD3	X	30	
52	64	6	ADD4 POST-CODE	X X	30 8	
	0	7 8	TELEPHONE	x	8 20	
0	0	<u>o</u> 9	COMMENT	x	20	
0	0	10	BAL-BF	L	14	
0	0	11	BALANCE	L	14	
0	0	12	UNALLOCATED	L	14	
		13	OPEN-ITEM	?	1	
		14	FIRST-TX	Y	6	_

Reference the data item on the customer file and the item on the sales order header file that contain the warehouse code as a matching pair of from/to items. To update the sales order detail select the **Copy Hdr to Det** parameter screen.

Application Screen Layouts

You will need to add options to the main Customer, Sales Order Header and Batch Location maintenance screens to record the warehouse location.

To update the maintenance screens, **Installer** users can right-click on the maintenance option on the application menu and choose to update the screen from here. Alternatively, select **Installation** from the main menu followed by **Application Manager** and **Application User Facilities**. Select the required application followed by **Maintain Customer Records / Add New Accounts** (Sales Ledger), **Enter/Amend Orders / Enter New Order Header** (Sales Order Processing), or **Maintain Batch Location** (Batch Tracking).

(P)	Datafile Premier 2020© - System Manager	? - ∂ ×
Data		and Carl Baum
Maintain Batch Location (Modified)		
S Datafile Home Tools Edit Design		
Ledg 🚱 🚳 🔛 Db-Restructure 🔤 Border 🏘 Sequence 🕎	Collect yes Messages	
Save Abandon Save Abandon	lessaging	^
Insta Save Abandon Look Up Show Data Screen Layout Size Screen		
- Se Pile Iools		
- 10		
Se Batch Locations		
× Ap		
Code 1/01		
Description Warehouse 1/Bay 1		
Marehouse SU		
BATCH TRACKING LOCATIONS (003) WAREHOUSE C17,L10 C18,L10 Text Overtype		
F4-Data Item Comp DEM		
Sales Ledger		
Purchase Ledger		
S Nominal Ledger		
3 Cashbook		
3 Stock Control		
S Invoicer		
Sales Order Processing		
L Purchase Order Processing		
Bill of Materials		
8 Payroll		
🕼 Job Costing		
0 Database Systems		
🔞 Utility Programs		
(f) Installation		

Screen Design is in the usual manner - To insert text labels such as 'Warehouse' use the mouse to position the cursor where required and then type the required text. To insert the data item, position the cursor where required and press the <F4-Select> key and choose the data item required. Set whether items are view-only, mandatory or require uppercase input as required.

You may wish to use one of the lookup options within the screen design to allow validation of the warehouse location codes. To update the lookup definition(s) select the **Look Up** option on the Design tab. Customer and Sales Order Header maintenance screens allow three lookups to be defined and each lookup definition is prompted in turn, Batch Location maintenance allows one lookup. For each lookup you are prompted for:

P	Optional Look-Up Database (1/3) ? 🕅 🗕 🗙
Datafile Home Too	s Edit Links
Ledger Contacts	Iculator 🖉 Price Checker 👜 - 🧳 😵 🕍 🌮 🤗 Iendar 😰 Discount Matrix - 🐼 - 🚍 - 🕸 Stock Spooled 🔗 ord List 🙀 Supplier Matrix - 🥩 - 🖉 - 🔞 Availability Reports
Enquiry 📑 W	ord List 🙀 Supplier Matrix 👻 👻 🖌 🕼 🕹 Availability Reports Utilities Messaging
Database pathname Lookup format Item for look-up 2 3 4 5 6 7	DEM-WHSE.DFD UU SHIP-WAREHSE I V V V V V V
8 9 10 Only the first lookup item will carry Comp DEM	Ignore Sel ? Out any Copy from/to items specified

Database pathname – enter the file pathname for the DFD to look up to.

Lookup format – enter the prime-index format for the lookup DFD.

Item for Lookup – reference the item on the application file which allows the <F4-Select> function when adding/amending orders. On selected lookups you can nominate up to ten separate items on the file to lookup from to the same database, but any defined copy items are only actioned for the first lookup item.

P			ltems to	List when	Selecting	?	Ť	-	×
Datafile	Home	Tools	Edit	Links					
Enquiry	Contacts	🕬 🗹 533 렇 11 🎼	- 🛃 -		Stock		oled	Messa	2
Entry	Data Item			Size sho	wn				
1. 2. 3. 4. 5.	WAREHOU: LOCATION	SE	• • • • • •		2 30 0 0				
Ľ	IFO Sequence	?							
Comp DEM									

Items to List when Selecting – enter up to five items from the lookup database to be listed when press F4 to search for a lookup value.

The size shown will default to that of the data item size. You can reduce this if required.

Set to LIFO to list the search results in reverse order (latest first) when searching on a secondary index.

P			Items to Copy	from Lo	ookup	?	Ť	-	×
Datafile	Home	Tools	Edit Links	5					
Enquiry	Contacts	100 km 100 km 10	 Image: Image: Im	2 2 8	Stock Availabilit		ooled ports	Messa	2
Cop 1 2 3 4 5 6 7 9 10	y Lookup								
Comp DEM					En	ter data i	tem na	me or r	numbe

Items to Copy from Lookup – you do not need to define any copy items for warehouse maintenance, but you may wish to copy a warehouse name for reference. For copy items define the data item on the lookup database to be copied and set the matching data item on the application database to be updated.

Data items selection should be of a matching type / size.

System Profiles

A new parameter has been added to the Batch Tracking System Profiles to enable the warehouse matching option. To update select **Installation** from the main menu followed by **Application Manager** and then **System Profiles**. Select the **Batch Tracking** application, the new parameter is on the fourth screen.

P	Batch Tracking Options (4 of 5) ? 🗇 - >	¢
Datafile Home	Tools Edit Links	
Enquiry	Image: Calculator Image: Price Checker Image: Calculator Image: Price Checker Image: Calculator Image: Calculator	
	View/Enter Extra Items for WOH on Input ? WOH on Delivery Note ? WOH on Credit ?	
	View/Enter Extra Items for WOD on Input ? UWOD on Delivery Note ? WOD on Credit ?	
	Match "heading" value to extra View/Enter items ?	
	Use global (system-wide) Batch/Serial numbers ? 🗸 System control slot for Batch/Serial number ? 1	
	BAT Data Item for Batch Code Pre-Selection filter? WAREHOUSE SOD Data Item for Batch Code Pre-Selection filter? WAREHOUSE	
Action	Opt-2 Opt-3 Opt-4 Opt-5 📑 Save 🔇 Abandon	2
F4-Select Comp DEM		

BAT Data Item for Batch Code Pre-Selection Filter – reference the warehouse data item on the batch file.

SOD Data Item for Batch Code Pre-Selection Filter – reference the warehouse data item on the sales order detail file.

Parameter screen 5 of the Batch Tracking System Profiles allows you to define copy items from the batch location to the batch file – you can set the copy of the warehouse within here.

P	Batch Tracking Options (5 of 5)	? 🗹 – 🗙
Datafile Home Tools Edit	Links	
ledger Contacts	Discount Matrix - 🔄 - 🧕	itock Spooled a Messaging
Is Batch Location view-only for		
Stock Issue ? Stock Receipt ? Stock Adjust ? Stock Transfer From ? Stock Transfer To ? Stock Transfer To ? Stock Take ? Stock Assembly ? Stock Component ? Copy Items From Batch Track Locations To Batch Copy From 3 Copy To 41	SOP Input ? SOP Delivery/Invoice ? SOP Delivery/Credit ? POP Delivery/Invoice ? POP Delivery/Credit ? NOP Delivery/Credit ? POP Delivery/C	WOH on Input ?
Action Opt-1 Opt-2 Opt-3 Opt-5	ot-4 Opt-5 Save 🔇 Abandon	Enter data item number [type X]

Copy Items from Account to Order Header

Datafile 2021 Diamond and Premier only

When adding a sales or purchase order the system allows up to 20 copy items from the account to the order header. These are applied when adding a new order and when replicating an order.

This new feature allows for an additional 20 copy items from the account to the order header but also allows for the copy items to be triggered when updating an order or, optionally, when processing a document.

Installation

Application User Facilities

The additional copy items are defined within the Application User Facilities. To update select **Installation** from the main menu followed by **Application Manager** and **Application User Facilities**. Select the required application followed by **Enter/Amend Orders** and then **Advanced Input Facilities** and **Optional Features**. The prompt **'Extra Account Copy Items'** when set displays a pop-up screen to allow the definition of the additional copy items.

	tra Account Co						-
	From Account	Force	To Header		From Account	Force	To Header
1	0 🕜		0	11	0		0
2	0		0	12	0		0
3	0		0	13	0		0
4	0		0	14	0		0
5	0		0	15	0		0
6	0		0	16	0		0
7	0		0	17	0		0
8	0		0	18	0		0
9	0		0	19	0		0
10	0		0	20	0		0
Actio	n 🗐 📀 <u>O</u> k						
I-Sele	ct Comp DEM						

Copy items are defined in pairs – a from and a to item. As with standard Profiled copy items the from/to types and sizes should be compatible. The FORCE setting enables the copy item to be re-actioned when updating the order.

Additional Document Copy Items

Datafile 2021

Datafile 2020 added additional options for copy items from the Order Header to Stock Transaction file and an additional 10 copy items from the Order Detail to the Stock Transaction file.

Following requests from users Datafile 2021 increases the number of document copy items to the Sales/Purchase Transaction files – allowing up to 20 document copy items from the order header and up to 40 copy items from order details.

Document Design

Within the Document Design Parameters new options have been added to screen 17 to allow the extra copy items.

To update select **Installation** from the main menu followed by **Application Manager** and then **Document Design Manager**. Select the Sales Order or Purchase Order Processing application and then the **Invoices** document type before selecting the document number to be amended and the document mask will be displayed. Select the Parameters option from the ribbon / toolbar and then use the Action button to move to parameter screen 17.

P	Copy Data Items Between Data Files(Screen 17 of 23)		? 🗈 – X
Datafile Home	Tools Edit Links		<u>~</u>	
Enquiry	Image: Calculator Im	Plus 🔻 🥅 Tables 👻	O Stock Spo	ooled @ Messaging
Order-Hdr to Stk-Trans	Order-Det to Stk-Trans	Order-Hdr to SL-Trans	Order-De	t to SL-Trans
S S Flag Order Detail as bein Cu S	rrent Userid - Item ? 0 ystem Date - Item ? 0 System Time - Item ? 0	1 58 0 0	2 59 32 56 9 57 6 54 0 0	0 0 0 0
Action	ous 🚺 <u>N</u> ext 🚱 <u>O</u> k			Ose Close
F4-Select Comp DEM				

Copy items are defined in pairs – a from and a to item. As with standard Profiled copy items the from/to types and sizes should be compatible.

Order Detail Items to be Printed – Comma's	Datafile 2021
in Values	

When printing value items such as price, goods value and so on using the document category 'Document Detail Lines' the option is available to include commas in the values – so 1000.00 displays as 1,000.00 for

example. New options have been added to the Order Detail Items to be Printed category that allow you to set if commas are to display in values.

Installation

Document Design Manager

Within the Document Design Parameters new options have been added to screen 10 to allow order detail items to include commas.

To update select **Installation** from the main menu followed by **Application Manager** and then **Document Design Manager**. Select the Sales Order or Purchase Order Processing application and then the document type before selecting the document number to be amended and the document mask will be displayed. Select the Parameters option from the ribbon / toolbar and then use the Action button to move to parameter screen 10.

P	Order Det	tail Items to be	Printed (Screen 10 of 23)		?	- ×
Datafile Home	Tools Edit	Links				
Enquiry	📾 Calculator <table-cell> 🖬 🗊 Calendar 🛛 🙀 📑 Word List 🛛 🙀</table-cell>	Discount Matri	_	Spooled Reports		ing
Item Column	T/B Len ,	D	ata Items on Order Detail File			
Alt detail text from:	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Item No 1 2 3 4 5 6 7 8 9 10 11 12 13 14	Item Name ORDER-REF ENTRY STATUS NEXT-DET ACCOUNT STOCK ORDER-QTY INV-QTY PRICE DISC-RATE DISC-AMT TAX HDR-RECNO DETAIL-VALUE	Type X N X Y X K L L X Y L L L L L L	Size 10 4 1 6 10 16 10 16 10 10 14 14 14 1 6 14 14	
Action	ous 🚺 <u>N</u> ext	<mark>⊘</mark> <u>0</u> k				🙆 <u>C</u> lose
F4-Select Comp DEM						

You would typically add the additional order detail item(s) to be printed from the document mask, but the additional print item parameters can be set here.

Against each print item you have the following options

- T/B If Table item set to print the table description rather than number, if number set to omit print of 0.00 if blank.
- Len if Table item set the length of table description to print (max 32)
- , This new option allows you to print values including commas so 123456.78 becomes 123,456.78.

Once set the required items click OK and save the document. You may need to reposition the print item as including the comma will increase the print size by 1 or 2 characters depending on setting for number of significant values to print.

Document Control Database Copy Items

Datafile 2021 Premier Only

When a document is processed against a Sales or Purchase Order a document reference umber is assigned to that document – in the case of delivery notes this is used as the Delivery Note Reference, in the case of an invoice this is the Invoice No.

Earlier updates allowed for a document control database which would log the use of a delivery note number for subsequent queries and as a control to prevent re-use of that same number. The use of the document control database has expanded and is now used as part of courier and transport allocation processes.

New options in this update allow for up to twenty copy items from the Sales/Purchase Order header to the document delivery database allowing for the copy of Delivery Address and Courier detail from the order to the log file. In addition, you can set to save the document 'Order Detail Items to Total' values to the document log file – this may be used for the weight, pallet, and number of box accumulations.

Installation

Database Changes

Each document sequence will need its own DFD file. You can create the DFD using the Create/Amend Database Structure tools within the Database Systems menu. Select **Database Systems** followed by **Datafiler Database Utilities** and **Create/Amend Database Structures**. To create the database, select the option to **Create New Database**.

Database to Create – enter the filename of the new Database. The filename is typically created in an 8.3 format and standard Datafile terminology would be CCC-SPNN.DFD where CCC is the company id, SP is for

Sales Order Processing (use PP for Purchase Order Processing) and NN represents the document number sequence.

Title – enter the title for the database, our suggestion would be SOP Document Control NN (where NN is the document sequence no).

Date Format – accept the default DD/MM/YY format

Auth-Level – accept the default authority level of '9'. This is the lowest authority level – you need all users who can process the document(s) to be able to add records to this DFD.

Once the initial database header detail is defined you can then enter the data item structure. For these databases the initial layout follows a fixed structure.

No	Item Name	Туре	Description
1	DOC-NO	X (6)	Prime-Index. Holds the document reference.
2	USER-ID	X (6)	Holds the user id who create the document using this reference.
3	DATE-ADDED	E	Holds the date the document was created.
4	TIME-ADDED	Ν	Holds the time the document was created.
5	ACCOUNT	X (10)	Holds the account for which the document was created.
6	DOC-DATE	E	Holds the date the document was processed "as at".
7	ORDER-REF	X (16)	Holds the order ref the document was processed for (provided that reference used against a "single order document".

the

P					Datab	ase Definition			? 1	- ×
Datafile	Home	Tools B	dit	Links						
ي Ledger Enquiry	Contacts	Calculato	1	Discount M	latrix 👻 💽 Database Plu	s - 📰 Tables	- 🧕 Pause	Stor	k Spooled	ا ک Messaging
em D	ata-Item-Name	Тур	e	Text-Size	Rec-Size	Details				
2 U 3 U 4 T 5 A 6 U	DOC-NO JSER-ID JATE-ADDED TIME-ADDED ACCOUNT DOC-DATE DRDER-REF			• 6 • 10 •	6 4 2 10 4 16					
-any max 6 -formulae -999,999.9 -99,999,99	% 9 L-9	numbers max 8 percent calc 9999,999,999.9	9	F	-year 2000 date -forecast date -99,999,999.9999	D-date ?-Y/N N-9999	C-constant =-sub item J-9999,999,999,999,9	T-table &-group 1999		

Once the mandatory data items have been added press the <ESC> key and choose 'Data Items are Complete'

Prime Index Data name – Select the 'Doc-No' data item.

Secondary Index 1/2 – you would typically select Account and Order Reference as the initial two secondary indexes.

Access by Record Number - respond N

Number of Records to Reserve – enter number of records required (typically we'd suggest 10000 as an initial value)

You will then be prompted to create the database – respond Yes – and then to Write the Database to disk – again respond Yes.

Apply Advanced Features to this Database – respond Y to this option, advanced features need to be applied to record the user-id, date and time.

	Advanced Features ? 🖭 – 🗙
Datafile Home Tools Edit	Links
Image: Second	Stock Spooled
ADD NEW RECORDS	EXTRA OVERFLOW
User-Id ? USER-ID	Extra Overflow Blocks ? 2
Date ? DATE-ADDED	Only Tidy from SYSTEM ?
Time ? TIME-ADDED	No of new recs per blk is 128
Date ? Time ? EXTRA SELECTION ITEMS 1) USER-ID 2) 3)	NAME & ADDRESS
4) • • • • • • • • • • • • • • • • • • •	
4 SEARCH DEFAULTS Ind-2 (ACCOUNT) ? Ind-3 (ORDER-REF) ?	
-Select Comp DEM	

In addition to referencing the user-id, date, and time items we would also suggest setting the prompt for **Extra Overflow Blocks** to '2'.

Once the initial database has been created you can then use the **Restructure A Database** tools to set you own items as required.

Document Design Manager

The document control database needs to be referenced within the document parameters of the appropriate documents.

To update select **Installation** from the main menu followed by **Application Manager** and then **Document Design Manager**. Select the Sales Order or Purchase Order Processing application and then the document type before selecting the document number to be amended and the document mask will be displayed.

Select the Parameters option from the ribbon / toolbar and then use the Action button to move to parameter screen 2.

P	General Document Parameters (Screen 2 of 23)	
Datafile Home	Tools Edit Links	
Enquiry	Image: Calculator Image: Price Checker Im	@ 요 Messaging
	Date to be printed on line ? 19 0	Time ? 0
	column ? 20 0	? 0
	Due date to be printed on line ? 0	User? 0
	column ? 0 0	? 0
	Document number to be printed on line ? 19 0	
	column ? 36 0	
	Account code to be printed on line ? 19 0	
	column ? 4 0	OH item? 0
	Use specific nominal code ? Or O Update which number sequence ? 1 -ACKNOWLEDGEMENT	OH item? 0
	Document Number Control File (DFD format) ? DEM-SP01.DFD	
	Use Header Item to pick up document date ? 0	V
	Account Code to write missing document numbers ?	
	Description to be written for missing invoices ?	
	On Invoice, use delivery note number if present ?	st inv-no ?
	Or use order number as document number ?	
	Prices to 4 decimal places (otherwise 2) ?	
	Recalculate Prices from Stock File / Matrix ?	
	Omit warning for Credit Limit Exceeded ?	
Action	ous 💽 Next 🚱 Ok	Ose Close

Document Number Control File (DFD format) – enter the path/filename of the document control database as required. This option is only applicable for document sequence numbers 1-18 and for the System Wide Reference 101-116.

Note when using the Sales Ledger sequences (19/20) and Purchase Ledger sequences (21/22) you can still maintain a document control database but as these references can also incremented via direct transaction entry in the Sales/Purchase Ledger or the Invoicer applications (including Invoicer, Invoice Costing and Invoice Generator) then the control database is reference within the Sales/Purchase System profiles.

After confirming the database pathname, a pop-up will then display allowing setting of copy items to the control database.

● Set SOH Items to copy to Control DB – ×	Define the required copy items.
Select SOH Items to copy to Control DB From To 0 0	Copy items are defined in pairs – a from and a to item. As with standard Profiled copy items the from/to types and sizes should be compatible. Note that you do not need to define copy items for the mandatory data items (fields 1-7) as these will be updated automatically.

To save the document 'Order Detail Items to be Totalled' to the document control database new options have been added to the parameters on screen 10a. Select the ACTION button and select screen 10 'Order Detail Items to be Printed' and then select NEXT to move to screen 10a.

Datafile Home	Tools Edit	Links			
Enquiry		Discount Matrix - 🐼 - 🖃 - 🥹 Kock Supplier Matrix - 🥩 - 🔽 - 🔞 Availabili Utilities	Spoole ity Report		ing
1st	2nd 3rd	Data Items on Order Detail File			
Tot Items 68 Print Line 0	0 0	Item No Item Name	Туре	Size	^
Print ColB 0		1 ORDER-REF 2 ENTRY	X N	10 4	J
Print ColA 0	0 0	3 STATUS	X	1	
Print DecP		4 NEXT-DET	Y	6	
Save to OH 0	0 0	5 ACCOUNT	x	10	
Add to Val		6 STOCK	х	16	
Save to DD 0	0	7 ORDER-QTY	К	10	
		8 INV-QTY	к	10	
		9 PRICE	L	14	
		10 DISC-RATE	L	14	
		11 DISC-AMT	L	14	
		12 TAX	х	1	
		13 HDR-RECNO	Y	6	
		14 DETAIL-VALUE	L	14	~

Save to DD – reference the data item number on the document control database to save the accumulated order detail value to.

Bill of Materials

Create Works Orders from Completed Sales Orders

Datafile 2021 Diamond and Premier Only

Bill of Materials allows you to create Works Orders from Sales Orders. Generally, you would only create works orders if the Sales Order is 'Active', but options allow you to create the Works Order if the Sales Order is on 'Hold' also.

Where using Sales Order Processing in a Trade Counter environment and selling as a 'Finished Item' items you collect as components off the shelf then it can be useful to allow for the creation of Works Orders from completed Sales Orders so that you can drive the stock updates. A new parameter has been added to the Generate Works Order parameters to allow this.

P					Mai	ntain Ord	ers		?	Ť	-	×
Datafile	Home	Tools	Edit	Links								
	Notes Contacts			💮 Webs	site 🎒 Lo e 🔄 Ro	cation Ma	le 🕀 Labels ap 💽 Clipboard	Enquiry Enquiries				
	WORKS C	RDER DETA	ILS				CUSTO	MER DETAILS				
Date A Date R	Reference Added Required Commence	[[[]	Custo	Account Code omer Reference ional Notes					
Stock (Order	bly Code Code Quantity Description											
Immed	liate Issue	[
	-						_					
Action 🗐	🔂 🔂	- 📑 L	Jpdate	Deta	ails	<u>V</u> iew	▲ B Status	👩 Delete	<u>G</u> enerat	e	000	lose

Installation

Application User Facilities

To enable the option to create for completed sales orders a new option has been added to the Bill of Materials parameters.

To update *Premier* Installer users can right-click on the Order Entry menu action and choose to **Configure Option** and **Generate from Sales Orders**. Alternatively, users can select **Installation** from the main menu followed by **Application Manager**, **Application User Facilities**, **Bill of Materials** and **Enter/Amend Orders** and then **Generate from Sales Orders**.

P	Generate from Sales Orders	?	<u>↑</u> – ×
Datafile Home	Tools Edit Links		
Enquiry	Image: Calculator Image: Price Checker Im	Spooled Reports	@ 요 Messaging
	Generate Works Orders from Sales Orders ?		
	Check all SOD records for Works Order flag ? Create Works Orders if Sales Order on Hold ? Create Works Orders if Sales Orders Complete ? Always build multiple of assembly quantity ?		
	Specify any copy items ?		
	Use pre-allocated SOD batches/serials in WOH ?		
	When creating WOH take quan from other SOD item ?	•	
	Create Orders sequenced on alternate SOD item ?	•	Seq ?
Action	S Abandon		Cose

Create Works Orders if Sales Orders Complete – set to include completed sales orders when searching for Works Orders to be created.

Change Order Status – Omit Option to Display in Sequence Entered

Datafile 2021 Diamond and Premier Only

When selecting the option to change status of orders the first prompt asks to display orders in the sequence entered. This option lists each order in turn asking if wish to update the status. This new option allows you to omit this prompt and to automatically ask for the order to update.

P		Statu	15	? 🕋 – X
Datafile Ledger Enquiry	Home	🗖 Calendar 🛛 🧝 Discount Matrix 👻 💽 Database Plus 👻	⊘ Reports → ☐ Tables → ☆ Multi-Task →	Spooled &
2		Utilities		Messaging
Order-Ref	Stock	Order Status	Cost Value Date	
Status F4-Select F6-1	A-active	C-complete D-deleted H-hold	F-forward	

Installation

Application User Facilities

To enable the option to omit the prompt to display orders a new option has been added to the Bill of Materials Options Feature parameter screen.

To update *Premier* Installer users can right-click on the Order Entry menu action and choose to **Configure Option**. Alternatively, users can select **Installation** from the main menu followed by **Application Manager**, **Application User Facilities**, **Bill of Materials** and **Enter/Amend Orders**. Next select **Optional Features**.

P	Optional Features ? 🗇 – 🗙
Datafile Home	Tools Edit Links
Enquiry	Image: Calculator Im
	Allow Create New Stock/Product record ? Auto F4-Sel on item if blank stock code ? Warn if less than physical/free stock ? Excl On-Order in free-stk calculation ?
	Change status: C-complete when (0,1,2) ? 0 💌 (0-all, 1-any, 2-never)
	Allow free-format order details ?
	Stock-code value to signify free-format ?
	Allow description-only order details ?
	Stock-code value to signify desc-only ? N
	Allow changes to the component costs ?
	Stock qty held in units (not price/per) ? 🗸
	Use full screen design for order detail ?
	Auto allocation of next order number ?
	Maintain details in pick display format ? 🗸
	Insert at current pick line ? 🗸
	If pick display, toggle to full screen ? 🗸
	Show extra account items when adding ? Allow detail change status ?
	Change Status ask separately for Details ? Omit prompt to 'Display in Sequence' ?
	Lock required stock AFTER data entry ? 🗌 (applies in Amend Order Header)
	Allow replicate order header & details ?
	Confirm each works order header ? Show descriptions / extra text as memo?
Action DEM	Opt-2 Opt-3 Save Save Opt-3 Cose

Omit Prompt to 'Display in Sequence' – set this option to omit the prompt.

Continuation Pages in Works Order Documents

Datafile 2021 Diamond and Premier Only

The Words Order documents are structured in three areas – header, detail, and footer – if the number of order details exceeds the amount that can be printed within the detail area then a second page is printed with the remaining details (and so on until all details are printed). However, this can leave the footer area 'blank' and, on plain paper stationery, this area could be used to continue printing the detail.

This new feature allows the system to extend the detail area into the footer of the document and start the detail on second and subsequent pages within the header area potentially cutting down on the amount of paper used.

In addition, on the final page the option is available to append the footer after the final detail as opposed to printing in its normal position.

Installation

Document Design Manager

The continuation options are held within the document parameters. To update the parameters, select **Installation** from the main menu, followed by **Application Manager** and **Document Design Manager**. Select the Bill of Materials application required, the document type and then the document required.

When the document mask is displayed select the Parameters option from the main toolbar and move through to screen 17 'Continuation Options'.

(P) Contin	nuation Options (Screen 17 of 20) ? 🕅 – 🗙
Datafile Home Tools Edit	Links
Ledger Contacts	Price Checker Image: Constraint of the
Continued over message	Continued Over
Message on line number	64 C/F amount col pre dec 0
column	
Omit footer printing	print point
Continued from message Message on line number column Omit header printing	0 B/F amount col pre dec 0 0 aft dec 0
Page X of Y line	
Start line End line	
Action	

Continuous Detail Print – set to continue detail print into the footer area of the document where multiple pages required.

Start Line of Detail Area – On parameter screen 1 of the document you define the range where detail lines print from/to but the detail area could encompass a wider range of items where boxes, lines and column

headings are concerned. This parameter asks where the detail area starts – i.e., the line number where any box border for the details or column headings are printed.

End Line of Detail Area – this asks for the line where the detail area finishes.

Stop Printing Details at Line – when printing details into the footer area this option asks where you wish to finish printing. This is not necessarily the final line of the document as you may need to 'close' the detail print section for line/box drawing purposes or there may be text labels such as email addresses / VAT registration numbers at the bottom of the page that you wish to continue to print.

Continue Printing Details at Line – on second and subsequent pages you can start the detail print within the header area if required. Set the line number you wish to continue printing the details at.

Notes

The omit header / footer parameters still apply even when extending details into the header/footer. If omit parameters are set then all text, image, and data items (except page related data items) are omitted, lines and box drawings which begin (top left position) in the area are also omitted.

If continue to print header / footer items, then if the detail extends into the footer then only items which begin <u>after</u> the 'stop printing details line' will be printed. Similarly, if restart the detail print within the header on subsequent pages then any header items that begin on/after the 'continue print line' will be omitted.

Truncate Detail Area on Last Page – if set then on the final page the footer will print below the final detail rather than in its normal position. If only one page the detail area will still be truncated.

Digital Signatures

Traditionally users send Quotes or Order Acknowledgements by email as PDF attachments. The recipient will then print them out, sign them, scan them back in and email back. When the user receives them back, they print them out, file them with the rest of the order documentation and then update the order manually with the customer's order number and so on.

This new application allows you to add to your document template PDF Form Fields and link them to an Order Header data item. When you print the document to Email these form items are embedded within the PDF for the recipient to complete.

On receipt your customer or supplier opens the PDF attachment and records the required detail on the PDF itself – i.e., they enter their order number, date and so on and then apply their digital signature to the PDF. The updated PDF can then be saved and emailed back.

On receipt back you can click on the Process PDF button in Outlook – this will save the PDF attachment with its Digital Signature into the Associate Files folder for the order/quote and will also update the Sales/Purchase Order with the PDF form items completed on the PDF.

Configuration

Document Design

This application enables the use of PDF Form items in Sales and Purchase Order Processing documents.

To update select **Installation** from the main menu followed by **Application Manager** and then **Document Design Manager**. Select the Sales Order or Purchase Order Processing application and then, typically, the Acknowledgement document type before selecting the document number to be amended and the document mask will be displayed. Select the Parameters option from the ribbon then use the Action button to move to parameter screen 14.

(P)	Special Print Options (Screen 14 of 23) ? 👔] – ×
Datafile Home	Tools Edit Links	
Enquiry	Image: Calendar Image: Calendar <tdi< th=""><th></th></tdi<>	
	Force printing of the document ? Image: Construct of the state	tout" ?
PDF Text	F Form Items – Normalized Perform Items – Normalized Performance P	× .
Signatu Signed Dated Your R	d By 75 TEXT ▼ 59 4 1 76 DATE ▼ 64 4	
Action	EM	Close

Use PDF Form Items – set to enable the use of PDF Form Items. Once set a pop-up parameter screen will be displayed to allow configuration of the form items.

Text – enter a descriptive text label for form item.

Item – reference the data item on the Order Header file to be updated with the form item content when returned.

Type – enter the form item type. Available options are:

SignatureTextDateNumber

Line/Column – usually left zero when defining within the document parameters, once the form item has been defined you can position the form items from the document mask. You can set the top left position for the form item from here if required.

Once defined you can click OK to return to the document mask.

To add the defined PDF form item right-click on the document mask and select the Data Item option.

P Data Item Properties	_ ×
Select category and print item Conditional Print Items	† indicates already in use Your Ref † ▼
Action 🗐 🔂 Apply 🍸 Eont 🔦 Colour	Delete
Comp DEM	

Document Category – select the 'Conditional Print Items' category **Data Item** – select the required PDF Form Item.

Stock/Produ	Description Continued Over				Quantity	Price Each	Quantity * Ta C/F Amount
Signature Signature			· · · · · · · · ·			s Total	Net Total Tax Amount
· · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · ·	· · · · · · · · ·	· · · · · · · · ·	Total	Quote Value	Invoice Total
Signed By	· · · · · · · · · · · · · · · · · · ·			· · · · · · · · ·	 	· · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · ·
Signed By	· · · · · · · · · · · · · · · · · · ·						
Date	Your Ref		· · · · · · · · ·		· · · · · · · · · · · · ·		· · · · · · · · · · · · · · · · · · ·
						· · · · · · · · · · · ·	

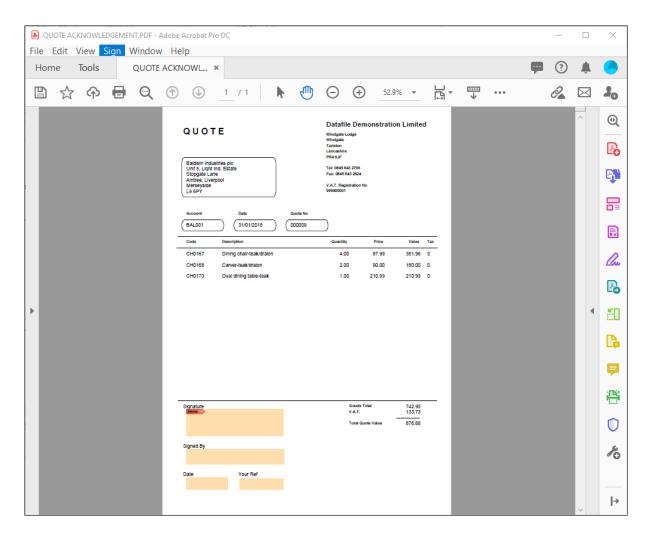
The PDF Form Item will be displayed on the document mask.

You can stretch the size of the item by selecting the item and positioning the mouse on the 'border' so that the re-size cursor displays and drag to re-size as required. You can re-position the item by selecting the item and dragging to where required.

Once defined use the save option to exit the designer.

Document Processing

When printing the document, the user will notice no operational differences. When printed to Email/PDF the document created will include the PDF Form Fields.



The recipient will open the PDF and complete the required items by selecting the form item and entering the required text.

Note, the Signature input is a **Digital Signature** so on recipient will be prompted to apply their signature and, if a signature has not yet been created, prompted to create the signature. Adobe will typically wish to save the document after applying the signature so this should be the final input applied.

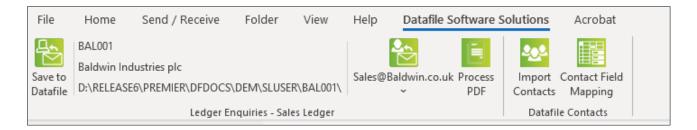
QUOTE ACKNOWLEDGEMENT.PDF - Adobe Acrobat Pro DC	- 0	×
File Edit View Sign Window Help		
Home Tools QUOTE ACKNOWL ×	P 🤉 🌲	
🖺 🛧 🗘 🖶 🗨 💮 🕘 🔢 🚺		20
QUOTE	Datafile Demonstration Limited	© }_
Badiwin industries pic Unit S. Unit ind. Estate Stopgate Lane Antries. Liverpool Meneyside L9 6PY	Tel: 0441542 (2006 Fax: 0445432) V.A.T. Registration No 999900001	B
Account Date (BAL001) (31/01/2018	Guelle No 000009	
Code Description	Quantity Price Value Tax	
CH0167 Dining chair-teak/draion	4.00 87.99 351.96 S	Cu
CH0168 Carver-teakidraion CH0173 Ovai dining table-teak	2.00 90.00 180.00 S 1.00 210.99 210.99 S	Low
Und 173 Uka dining Laue-teak	1.50 21033 21039 3	Po
•		6
		C,
		₽
Signature	Goods Total 742.95 V.A.T. 133.73	ë
Carl Baum Date 1000:11.16 2143:59 Z	V.R.I. 153./3 Total Quote Value 876.68	O
Signed By Carl A Baum		k
Date Your Ref 07/11/2020 CB071120		
	✓	7

The recipient will save the PDF and then send back on email.

Processing the Returned PDF

When the email with the PDF is returned then this can be automatically updated to Datafile.

Select the email in your Inbox (you should not open the email) and select the Datafile Software Solutions tab on the ribbon. Select the Process PDF option – the PDF attachment will then be saved into the Associate File folder for the Quote/Order.



After saving the document the system will show a pop-up form detailing the data items to be updated on the order showing the before/after values. Click OK to update.

P	Confirm Update form PDF	Fields	?	^	×
Datafile Home	Tools Edit Links				
SectorSectorLedgerContactsEnquiry	Calculator Image: Ca	Stock Availability	Spooled Reports	@ 요 Messaging	
ITEM NAME SIGNED-BY DATED DEPOSIT CUST-REF	CURRENT 0.00	NEW CARL A BAUM 07/11/2020 920.32 CB071120			-
		<u></u>	Ø	Ok 📀 🖸	lose

Advanced Alerts

Setting Alerts within the system that trigger events such as sending emails, updating notes and data items has been popular with users. This new Advanced Alerts application provides for wider interaction with Office 365 and the Datafile CRM application.

Create Outlook Calendar Event

The Microsoft Outlook Calendar is a common tool for maintaining schedules for meetings, activities, events, and tasks. Organising daily, weekly, and monthly calendars allows you to see the schedule easily. This Advanced Alert function within Datafile allows you to create an Outlook Calendar event to update your or another user's shared calendar. You can create a Calendar entry for any date-based function within Datafile. For example, you may create an Outlook Calendar entry to use as:

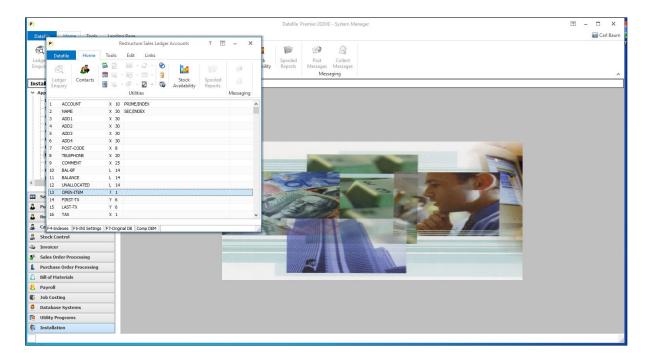
- Reminders via the Credit Control Manager for next activity or chase dates.
- Works Order Scheduling
- Diarising when Purchase Orders are due for delivery.
- Re-Test Dates when Employee HR Skill / Training Certificates Expire

	Monday	Tuesday	Wednesday	Thursday
	9	10	11	12
00:00	CCM Alert - BAL001 Baldwin Industries plc			
01:00				
02:00				
03:00				
04:00				
05:00				
06:00				
07:00				
08:00				

Installation

Creating an Alert

Database Alerts are defined as part of the database restructure functions. To update an alert for an application database you can select **Installation** from the main menu followed by **Application Manager** and **Restructure A Database**. Choose the required application, select to update the live files, and then choose the application file, the database structure is then displayed.



To define alerts, press <F5> to access the INI Settings and then click the ALERTS button. Existing Alerts for this database are then displayed.

P		Database Alerts ? 🕥	– ×
Data	file Home	Tools Edit Links	
Enqui		Image: Stock Availability Image: Stock Availability Image: Stock Availability Spooled Reports	
	-	Utilities	Messaging
1	itle CCM Next Activity	Action Calendar	
2 3			
5			

Click a blank entry and enter the **Title** for the activity and press <Enter>. You will then be prompted for the criteria to trigger the alert.

P	Selection Criteria	? 🗇 – 🗙
Datafile Home	Tools Edit Links	
Contacts	Image: Calculator Im	Messaging
Database Alert 1 - CCM N Data-Item	Selection Type Value	Compulsory
NEXT-ACT-DATE	• not equal • \$131 • • • • • •	Y
F4-Select F5-Insert F6-D	So Ok Siew So Cancel	

Alerts are triggered when the criteria are first "true". Here an alert is configured when the Next Action Date for Credit Control Manager is changed (the value indicating that checking data item \$131 which is the next action date).

Once the criteria option is set choose the Alert Action type of **Calendar** from the drop-down list of alert types and then the Calendar Alert configuration options are displayed.

Datafile Home Tools Edit Links Image: Contacts Image: Calculator Image: Price Checker Image: P	
Image: Contacts Image: Calendar Image: Discount Matrix Image: Calendar Image: Discount Matrix Image: Calendar Image: Calendar </th <th></th>	
Start Date NEXT-ACT-DATE Start Time	
End Date End Time	
All Day	
Location	
Body Account !001 - !002 Next Action: ! 130 Telephone: !008	

Note

Where inputs in the following items allow free-format text, **subject** for example, you can use !nnn to update content from the database record that has triggered the alert. The CCM Alert above is based on the sales accounts file and uses !001 and !002, updated with the account code and name on the calendar event. The LIST button at the bottom of the screen allows you to view available data items.

Calendar – prompts for which Outlook Calendar to be updated. You can update any Outlook Calendar for which you have allowed access to create new events within. Leave blank for your own calendar or enter the "email address" for the calendar.

Subject – enter the calendar event title.

To diarise an event within the day you need to set Start Date/Time and End Date/Time, you can set an event for a particular day by setting the Start Date and selecting the 'All Day' option

Start Date - select the data item for the start date of the calendar event (mandatory)

Start Time – select the data item for the start time of the calendar event (N-type)

End Date – select the data item for the end date of the calendar event.

End Time – select the data item for the end time of the calendar event.

All Day – if the calendar event has a start date but not setting / recording a time or end date/time set this flag.

Location – set the location for the calendar event.

Body – here you can enter free-format text to include in the Calendar event.

Note

The Alert option is one-way. The system will create a calendar event in Outlook, but any subsequent updates in Outlook will not update back to the Datafile record that triggered the event.

Create Outlook Task

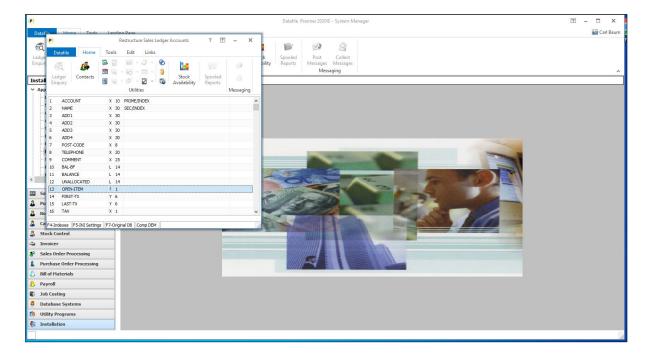
Microsoft Outlook allows you to create and maintain a "To Do" List enhanced with reminders and tracking. This new option allows you to use an Advanced Alert to create the Outlook Task. There is some cross-over with the Outlook Calendar events and the type of Outlook action used could depend on personal preference. However, tasks may be of more relevance where the action is less date driven. You can create an Outlook Task for any alert triggered rule within Datafile. For example, you may create an Outlook Task entry for:

- Works Order Scheduling
- Quote Review
- Provisional Journal Reversal
- Delivery Courier Bookings

Installation

Creating an Alert

Database Alerts are defined as part of the database restructure functions. To update an alert for an application database you can select **Installation** from the main menu followed by **Application Manager** and **Restructure A Database**. Choose the required application, select to update the live files, and then choose the application file, the database structure is then displayed.



To define alerts, press <F5> to access the INI Settings and then click the ALERTS button. Existing Alerts for this database are then displayed.

P		Database Alerts		? 个	- ×
Datafile	Home Tools	Edit Links			
	s intacts	 Image: Image: Im	Stock Availability	Spooled Reports	Ø Ø Messaging
Title 1 Payment Re 2 3 4 5	ceived Check		Action Task	•	

Click a blank entry and enter the **Title** for the activity and press <Enter>. You will then be prompted for the criteria to trigger the alert.

P							S	elect	tion	Criter	ia			?	7	Ť	-	×
Datafile	Home	Т	ools	Edit		Links												
Enquiry	Contacts	31	Calculat Calenda Word Li	ar 🖁	- 🙀 -	40	Ŧ		Ŧ			Stock ailability	Spooled Reports	Me	જ 요 ssagi	ng		
Data-Item	lert 1 - Payme		Selection	Туре						Value					_ C(- i-	ulsory	
NEXT-ACT	DATE	▼▼	not equ	al					•	\$131					_	Y	_	
		•							-						_	-	_	
		•							•									
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					S	<u>D</u> k			<u>V</u> ie	w	C	<u>C</u> ancel					n No Or	

Alerts are triggered when the criteria are first "true". Here an alert is configured when the Next Action Date for Credit Control Manager is changed (the value indicating that checking data item \$131 which is the next action date).

Once the criteria option is set choose the Alert Action type of **Task** from the drop-down list of alert types and then the Calendar Alert configuration options are displayed.

P		Add Outlook Task Item	? 🗹 – 🗙
Datafile Hor	me Tools Ed	it Links	
Eedger Contac Enquiry	Calendar	☑ Price Checker Image: Constraint of the constraint of	@ Messaging
	Subject		
	Start Date		
	Due Date	•	
	Priority		
	Body		
		📀 Ok 🔇 Abandon 📰 List	
Comp DEM			

Note

Where inputs in the following items allow free-format text, **subject** for example, you can use !nnn to update content from the database record that has triggered the alert. The LIST button at the bottom of the screen allows you to view available data items.

Subject – enter the task title.

Start Date – select the data item for the start date of the task.

Due Date – select the data item for the due date of the task.

Priority – select whether the task is to be assigned a High, Normal or Low priority.

Body – here you can enter free-format text to include in the task.

Once defined click OK to save and update the database changes.

Create Activity Log

The Datafile CRM Application includes an Activity Database which contains a list of activities and actions for the operator to follow up and complete. Activities are usually manually created but this option allows you to configure an Alert to create an Activity record.

You can create an Activity Log record for any alert triggered rule within Datafile. For example, you may create an Activity Log record for:

- Quote Follow Up
- Follow on Actions for existing Activities.
- Credit Control Follow Ups

Whilst primarily design to add entries into the CRM Activity database the alert is user definable as to the database that records are to be added to so can be used to add new records into any flat file Datafile Database.

Installation

Creating an Alert

Database Alerts are defined as part of the database restructure functions. To update an alert for an application database you can select **Installation** from the main menu followed by **Application Manager** and **Restructure A Database**. Choose the required application, select to update the live files, and then choose the application file, the database structure is then displayed.

P	Datafile Premier 2020© - System Manager	₫ - □ ×
Datafia Home Tools Landing Page		a Carl Baum
Restructure Sales Orders T - X Ledge Datafile Home Tools Edit Links	: Spooled Post Collect Messages Messages Messaging	
CONDEX Value Value <t< th=""><th></th><th></th></t<>		

To define alerts, press <F5> to access the INI Settings and then click the ALERTS button. Existing Alerts for this database are then displayed.

P				[Database	Alert	5	?	Ť	-	×
Da	tafile	Home	Tools	Edit	Links						
	lger (uiry	🐉 Contacts	in i	- E -	 <!--</th--><th>2 3 8</th><th>Stock Availability</th><th></th><th>poled</th><th>8</th><th></th>	2 3 8	Stock Availability		poled	8	
				Utilit	ies					Messa	ging
	Title						Action				
1	Part Deliv	/ered					Update Item		-		
2	Fully Deli	vered					Update Item		-		
3	Part Invo	piced					Update Item		-		
4	Fully Invo	piced			Update Item		-				
5	Quote Fo	ollow Up				Activity Log		-			
6									-		
7									-		

Click a blank entry and enter the **Title** for the activity and press <Enter>. You will then be prompted for the criteria to trigger the alert.

P	Selection Criteria	? 🗂 –	×
Datafile Home	Tools Edit Links		
Ledger Enquiry Contacts	Image: Calculator Im		
Data-Item STATUS	Selection Type Value	Compulsory	
CHASE-DATE	v equal v Q v not equal v \$89	Y	
F4-Select F5-Insert F6-D	elete Comp DEM		

Alerts are triggered when the criteria are first "true". Here an alert is triggered when the Chase Date for a quote is changed (the value indicating that checking data item \$89 which is the chase date).

Once the criteria option is set choose the Alert Action type of **Activity Log** from the drop-down list of alert types and then the Calendar Alert configuration options are displayed.

P				Add Activity Log Alert	? 🗹 – 🗙
Datafile	Home	Tools Edit	Links		
	of the second se	Calculator Image: Calculator Image: Calculator Ima	Discount	Matrix · 🐑 Database Plus · 🔄 Tables · 🧕 🚺	A Messaging
DFD to write alert	t to: .\DE		Field	Free Text	
Copy-Item 1	2		3		
Copy-Item 2	5		0	4	
Copy-Item 3	8		0	Follow up Quote !001	
Copy-Item 4	17	\checkmark	89		
Copy-Item 5		2	0		
Copy-Item 6	0	~	0		
Copy-Item 7	0	\checkmark	0		
Copy-Item 8	0	\checkmark	0		
Copy-Item 9	0	\checkmark	0		
Copy-Item 10	0	\checkmark	0		
Copy-Item 11	0	\checkmark	0		
Copy-Item 12	0	\checkmark	0		
Copy-Item 13	0	\checkmark	0		
Copy-Item 14	0	\checkmark	0		
Copy-Item 15	0	\checkmark	0		
Copy-Item 16	0	\checkmark	0		
Copy-Item 17	0	\checkmark	0		
Copy-Item 18	0	\checkmark	0		
Copy-Item 19	0	\checkmark	0		
Copy-Item 20		<u>A</u> bandon	0		Enter data item number

DFD to Write Alert To – reference the path/file of the DFD to add the "activity log" record to

You can update up to 20 data items on the Activity log table. For each item you set:

Activities Item – reference the data item number to be updated on the activity table.

Use Field – set if copying directly from a data item on the main database.

Field – if copying directly from the main database reference the data item number to be copied from.

Free Text – if not copying directly you can enter text to be updated into the activity data item. You can use !nnn to include content from the main database if required.

Once defined click OK to save and update the database changes.

Chapter 3 Additional Features

Ledger Enquiry

Sales and Purchase Invoice Documents

Datafile 2021 Diamond and Premier Only

The Sales and Purchase enquiry have an option to view the saved documents for the account. Historically only invoice documents could be saved. Over the years this function has been extended to allow for quotes, order acknowledgements, delivery notes, invoices, and statements to be saved for reprint but the option has kept the "Invoices" label. New in Datafile 2021 is the option to relabel this option.

P_			quiries			? 🗹 – 🗙	t		
Datafile Home Tools	Edit Li	inks							
Mail 🗐 Notes 🧟 Activ			Annaista Cil	e 🍖 Labels	🔜 Update	A/C			
·	-	· · ·							
		🕈 Website 🏼 🐴 L		p 🚯 Clipboa	-				
al Memo 🤹 Contacts 🚡 PDF	Files 📓	lmage 🛛 🔁 F	Route Map		😡 Stk Hist				
Tools	-		Utilities		Actio	ns			
Sales Account History	Ledger Er	nquiries - Sale	s Ledger	General Tu	rnover Cred	it Deta	ils		
📰 BAL001 Baldwin Industries plc									1
	Account	BAL001					Stock Price No VAT Code	1S	
	Name	Baldwin	Industries pl	c			EC Country	GB	
	Address		Light Ind. Est	VAT Reg No					
		Stopgat							
		Aintree,	, Liverpool				Credit Terms	D30	
		Merseys	side				Credit Limit	0.00	
		L9 6PY					A/C on Stop		
	T-1	0151.22	0.9100		1		Line Disc%	0.00	
	Tel Fax	0151 229 8190					Sett Terms Sett Disc%	0.00	
	Email		Baldwin.co.uk	(0.00	
	Website						Turnover Per	4146.74	
	-						Turnover YTD	4146.74	
M Sales Account	Contact	Miss M (Greenwood				Balance	4674.98	
S Purchase Account									
Nominal Account		r Analysis Code 1 Analysis	. 1				Last Invoice	26/01/2018 26/01/2018	
🥔 Stock Record		Andrysis	,1				Last Payment	20/01/2018	
🗳 Product Record	Туре	Date	Ref	Total	Outstanding	Full-1	Name		
👺 Employee		26/01/2018	000015	872.96	872.96	8	Mrs M Greenwood		
🗿 Job Record		26/01/2018	000011	82.93 82.93	0.00				
🗣 Sales Order		26/01/2018 26/01/2018	0000011	872,95	872.96				
Purchase Order	🍋 1 🛛	26/01/2018	800000	272.59	272.59				
Cash Account		26/01/2018	CHQ	100.00	0.00				
		26/01/2018 26/01/2018	000007	1410.00 1346.47	1410.00 1246.47				
Norks Order									
I Batch Tracking									
🕍 Group Sales Enq									
🗊 Calendar	Action	Trans	actions	Documents	Aged	0	Sales Orders History	Another Select 🔕 Close	
Section Company	Action		actions	Documents	S Ayeu	1	gales orders History		

Installation

Ledger Enquiry Manager

To update the "Invoices" label, select **Installation** from the main menu followed by **Ledger Enquiry Manager** and **Enquiries Configuration**. Select the Sales / Purchase application and then **Transaction / Detail Enquires**.

P	Sales Ledger - Transaction / Detail Enquiries	? 🔨	- ×
Datafile Home	Tools Edit Links		
Ledger Enquiry	Image: Calculator Image: Price Checker Image: Databases + Image: Calculator Image: Calculator <t< td=""><td>Spooled Reports</td><td>ک Messaging</td></t<>	Spooled Reports	ک Messaging
Sales Ledger U) Update Account T) Transactions R) Retained txs O) O/s trans I) Invoice docs A) Aged analysis S) Sales Orders H) History D) History 2 3) History 3 Please specify the authority levels for each action.	? 9 ? 9 ? 9 ? 9 ? 9 ? 9 ? 9 ? 9 ? 9 ? 9 ? 9 ? 9 ? 9 ? 9 ? 0 ? 9 ? 0 <td></td> <td></td>		
Blank to disable	Options Settings Next Save Abandon		

The initial display shows the authority level for each of the transactional enquiry options. Against the authority level for the **Invoice Docs** option click the SETTINGS button or press the <F7-Option> key – the system allows you to nominate an alternate caption for the "Invoices" option.

Display Stock Locations in Enquiry Panel

Datafile 2021 Diamond and Premier Only

When using Location Stock, the Ledger Enquiry for Stock Records allows a Location option to display selected items for the stock record in other locations. This new feature allows you to display the other locations within the Stock Alternate Enquiry Panels.

P				Ledger Enquiries				1	· · · ·
Datafile Home Tools	Edit Links								
🗐 Mail 📑 Notes 🛛 🖓 Activi	ty 🛃 Graph	associate File 💩 Labels	🔜 Update						
og Word 🛛 🖓 Scans 🛛 🙀 Sprea	dsheets 💮 Websit	te 🎒 Location Map 🔣 Clipboa	rd 🔜 Statement						
🥥 Memo 🏽 🦽 Contacts 🛛 🔂 PDF F	iles 📓 Image	🚍 Route Map							
Tools		Utilities	Actions						
tock Record History	Ledger Enquiries	- Stock Control General De	emand						
CH0167 Dining Chair - teak/dralon	1								
	Stock Code	CH 0167		Last Transaction	26/01/2015		Physical		38.00
	Description	Dining Chair - teak/dralon		Last Sales					41.00
				Last Purchase			Reserved (ind W/Order)		41.00
	Issue Unit	EACH Non-Stock	N	Sales Analysis	1		(ind tryorder)		
	VAT Code	S EC VAT	C	Purchase Analysis	1		On Order		58.00
	Stock Image	CH0167.JPG					(ind W/Order)		0.00
	Cost Price	39.23 Per	0	Sales Nominal Purchase Nominal	001		Free Stock		55.00
	Price 1	87.99 Per	0	For chose Nonlino	100		Thee stock		55.00
	Price 2	81.50		Minimum Stock		5.00			
	Price 3	79.50		Re-Order Qty		0.00			
	Price 4 Price 5	77.50		Estimated Usage		0.00			
Sales Account	Price 6	0.00		Supplier	CON001				
Purchase Account	Price 7	0.00		Lead Time	5				
- Furchase Account		0.00		Unit Weight		4.52			
Nominal Account	Price 8								
	Price 8 Price 9	0.00		Commodity Code					
፣ Nominal Account 9 Stock Record			Reserved	Free-Stock	Order-Ref	Account	Order-Qty	Del-Qty	O/S-Delivered
 Nominal Account Stock Record Product Record 	Price 9 Stk-Location	0.00 Physical 38.00	41.00	Free-Stock 55.00	E 000009	BAL001	4.00	0.00	4.00
Nominal Account Stock Record Product Record	Price 9 Stk-Location	0.00 Physical 38.00 4.00	41.00 0.00	Free-Stock 55.00 4.00	🐌 000009 🕲 000008	BAL001 BAL002	4.00 2.00	0.00	4.00
Nominal Account Stock Record Product Record Fmployee Job Record	Price 9 Stk-Location	0.00 Physical 38.00	41.00	Free-Stock 55.00	E 000009	BAL001	4.00	0.00	4.00 2.00 1.00
Nominal Account Stock Record Product Record Employee Job Record Sales Order	Price 9 Stk-Location	0.00 Physical 38.00 4.00 0.00	41.00 0.00 0.00	Free-Stock 55.00 4.00 0.00	 000009 000008 000007 000005 000004 	BAL001 BAL002 BAL001 BAL001 MAR001	4.00 2.00 1.00 4.00 4.00	0.00 0.00 4.00 0.00	4.00 2.00 1.00 0.00 4.00
	Price 9 Stk-Location All CH All DI All DT All SU	0.00 Physical 38.00 4.00 0.00 0.00	41.00 0.00 0.00 0.00	Free-Stock 55.00 4.00 0.00 0.00	 000009 000008 000007 000005 	BAL001 BAL002 BAL001 BAL001	4.00 2.00 1.00 4.00	0.00 0.00 0.00 4.00	4.00 2.00 1.00 0.00
Nominal Account Stock Record Product Record Employee Job Record Sales Order Purchase Order	Price 9 Stk-Location All CH All DI All DT All SU	0.00 Physical 38.00 4.00 0.00 0.00	41.00 0.00 0.00 0.00	Free-Stock 55.00 4.00 0.00 0.00	 ④ 000009 ④ 000008 ④ 000007 ④ 000005 ④ 000004 ④ 000003 	BAL001 BAL002 BAL001 BAL001 MAR001 DAT002	4.00 2.00 1.00 4.00 4.00 4.00	0.00 0.00 4.00 0.00 0.00	4.00 2.00 1.00 0.00 4.00 4.00
Nominal Account Stock Record Product Record Fmployee Job Record Sales Order Purchase Order Cash Account Works Order	Price 9 Stk-Location All CH All DI All DT All SU	0.00 Physical 38.00 4.00 0.00 0.00	41.00 0.00 0.00 0.00	Free-Stock 55.00 4.00 0.00 0.00	 ④ 000009 ④ 000008 ④ 000007 ④ 000005 ④ 000004 ④ 000003 	BAL001 BAL002 BAL001 BAL001 MAR001 DAT002	4.00 2.00 1.00 4.00 4.00 4.00	0.00 0.00 4.00 0.00 0.00	4.00 2.00 1.00 0.00 4.00 4.00
Norminal Account Stock Record Product Record Toduct Record Soles Order Purchase Order Cash Account Works Order Batch Tracking	Price 9 Stk-Location All CH All DI All DT All SU	0.00 Physical 38.00 4.00 0.00 0.00	41.00 0.00 0.00 0.00	Free-Stock 55.00 4.00 0.00 0.00	 ④ 000009 ④ 000008 ④ 000007 ④ 000005 ④ 000004 ④ 000003 	BAL001 BAL002 BAL001 BAL001 MAR001 DAT002	4.00 2.00 1.00 4.00 4.00 4.00	0.00 0.00 4.00 0.00 0.00	4.00 2.00 1.00 0.00 4.00 4.00
Nominal Account Stock Record Product Record Fmployee Job Record Sales Order Purchase Order Cash Account Works Order	Price 9 Stk-Location XIII CH XIII CH XIII CH XIII CH XIII SU XIII YE	0.00 Physical 38.00 4.00 0.00 0.00	41.00 0.00 0.00 0.00 0.00	Free-Stock 55.00 4.00 0.00 0.00	 ④ 000009 ④ 000008 ④ 000007 ④ 000005 ④ 000004 ④ 000003 	BAL001 BAL001 BAL001 BAL001 MAR001 DAT002 KAR001	4.00 2.00 1.00 4.00 4.00 4.00	0.00 0.00 4.00 0.00 0.00	4.00 2.00 1.00 0.00 4.00 4.00

Installation

Ledger Enquiry Manager

To define the panel items, select **Installation** from the main menu followed by **Ledger Enquiry Manager** and then **Enquiry Configuration**. Select the **Stock Control a**pplication and then select 'Alternate Panel Settings'.

2)						Alte	rnate	Pane	l Settir	ngs			?	Ť	- ×
Datafile	Home	Tool	s Ec	lit	Links										
Enquiry	Contacts	🗊 Ca	lendar	🥃 Di	ice Chec scount N Ipplier M Uti	/latrix	- 4		-	1	Stock	Spooled Reports		🔗 🏹 saging	
	Bottom-Left	Panel	Location	n			•			Bo	ttom-Right Panel	Database			•
	Database	to List					•				Database to List	Sales Orders	5		-
	Max Records	to List	0							Ma	x Records to List	20			
	Items to	List 1 2	STK-LO			•					Items to List 1 2			•	-
		3	RESERV	ED		-					3				-
		4	ON-ORI	DER		-					4	PRICE		•	-
		5				-					5	DEL-QTY		•	-
		6				-					6	O/S-DELIVER	RED	•	
		7				-					7			•	-
		8				-					8			•	-
		9 10				- -					9 10			•	-
	LIFO	Order									LIFO Order				
													<u>o</u>	k	🙆 <u>C</u> lose
mp PLS															

Within Stock Control the options for the **Bottom Left or Bottom Right Panel** can be set to **Locations** to display stock balances from the same SKU in other locations.

You can then select up to ten items from the stock record to display.

Note

If configured for the multi-location stock enquiry, then if displaying the locations within the panel you may wish to disable the option to 'Select Which Location' before going to the stock details.

Application Panels – Allow Up to Ten Items / Faster Display

Datafile 2021 Diamond and Premier Only

With the options to expand the screen size for ledger enquiry screens the option is now available to include additional items within the transaction panel display areas beneath the enquiry screen. Up to ten items can now be listed within each panel.

•						Ledger Enquiries								? 🛧	-	×
Datafile Home Tools	Edit Link	s														
🍕 Mail 📑 Notes 🛛 🙇 Act	ivity 🛃 🕼	iraph 🛛 🗖 Associate	File 🍖 Labels	🔄 Update A/C												
🐻 Word 🕜 Scans 🛛 🙀 Spr	eadsheets 💮 V	Vebsite 🥌 Location	Map 🔀 Clipboard	Statement												
a Memo 🎄 Contacts 🚡 PDI	Files 📓 🛙	mage 🔄 Route Ma	p	Stk History												
Tools		Utilities		Actions												
Sales Account History	Ledger Enq	uiries - Sales Ledge	General Turn	over Credit Deta	ils											
EBAL001 Baldwin Industries plc																_
	Account	BAL001									Stock Price VAT Code	No	1 S]		
	Name	Baldwin Industrie	plc		Tel	0151 229 8190					EC Country		GB			
	Address	Unit 5, Light Ind.	Estate		Fax	0151 229 8191					VAT Reg N	, ,				
		Stopgate Lane				M. M.C.							D30	_		_
		Aintree, Liverpoo Merseyside			Contact	Miss M Greenwood					Credit Tern Credit Limit		D30		0.00	
		L9 6PY			SalesRep	Mr James Smythe					A/C on Sto			1		
											Line Disc%			0.00		
	Emails										Sett Terms		D00			
	- General - Invoices	Sales@Baldwin.co	.uk								Sett Disc%			0.00		
	- Statemen	ts									Turnover P	er		4	146.74	
M Sales Account											Turnover Y	TD			146.74	
Purchase Account	Website										Balance			4	674.98	
Nominal Account	Customer A	Inalysis Code									Last Invoic	2	26/0	1/2018	1	
Stock Record	1	Analysis 1									Last Payme	nt	26/0	1/2018		
Product Record	-															
Employee	Type	Date 26/01/2018	Ref 000015	Total 872.96	Outstanding	Due-Date 25/02/2018	Order-Ref		Date-Input 26/01/2018	Date-Required	Order-Value In 742.95	voice-Value 0.00	Date-Deliv	Date-Invoiced	Cust-f	Ref
Job Record	1 1 1 1 1 2	26/01/2018	000015	872.96		25/02/2018	(1) 0000		26/01/2018 26/01/2018		989.96	0.00				
-	E 1	26/01/2018	000011	82.93		25/02/2018	Q 0000		26/01/2018		1179.98		26/01/2018			
Sales Order	1 1 1 1 1 1	26/01/2018 26/01/2018	000009 000008	872.96 272.59		25/02/2018	i a 0000	005 C	26/01/2018	31/01/2018	742.95	742.95	26/01/2018	26/01/2018		
Purchase Order	E 2	26/01/2018	CHQ	100.00	0.00	l i i										
Cash Account	1 1 1	26/01/2018 26/01/2018	000007	1410.00 1346.47		25/02/2018										
🍕 Works Order		20/01/2010	00001	13-0.47	1240.4	23/02/2018										
I Batch Tracking																
🕍 Group Sales Enq																
I Calendar	Action	Transactions	Invoices	🚡 Aged 🛛 🔍 Sa	les Orders	History 🚯 Anot	her 😽 Selec	rt							000	lose
Section Company Change Company		2) of four of 13	protect	- Laco - 20		(2-13) (10)	1 offer								- <u>-</u> -	
F4-Select F9-Memo Comp DEM F	gUp PgDn for Detai	ls														

NB: The Sales Ledger enquiry is here configured to show the latest transactions on the left and the latest sales orders on the right.

In addition, the panels use in the main, a secondary index on the linked field for speed. You typically set a limit of 10/20 transactions or orders to be displayed but on large data sets where the account/stock code is in infrequent use this can still take some time to display. Changes have been made to use an alternate 'fast sort' index to improve this. No configuration changes are required for this.

Installation

Ledger Enquiry Manager

To define the panel items, select **Installation** from the main menu followed by **Ledger Enquiry Manager** and then **Enquiry Configuration**. Select the application required and then select 'Alternate Panel Settings'.

P	A	lternate Panel Settings	? 🖻 – 🗙
Datafile Home	Tools Edit Links		
Ledger Contacts	Calculator 🗹 Price Checker Calendar 🙀 Discount Matr Word List 📚 Supplier Matrix Utilitie	ix + ₩ + = + 1 x + ♥ + = + 1 x + ♥ + 2 + 1 x + ♥ + 2 + 1 x +	Spooled Reports Messaging
Bottom-Left	Panel Database	Bottom-Right Panel	Database 💌
Database t	to List Transactions	▼ Database to List	Sales Orders
Max Records t	to List 10	Max Records to List	0
Items to	List 1 TYPE	Items to List 1	ORDER-REF
	2 DATE 🔽	2	STATUS
	3 REF 💌] 3	DATE-INPUT
	4 TOTAL 💌] 4	DATE-REQUIRED
	5 OUTSTANDING -	5	ORDER-VALUE
	6 DUE-DATE 🔽	6	INVOICE-VALUE
	7	7	DATE-DELIV
	8	8	DATE-INVOICED -
	9 🗸	9	CUST-REF 🗨
	10 💌	10	▼
LIFO	Order 🖌	LIFO Order	\checkmark
			📀 <u>O</u> k 🔇 Close
mp DEM			

Bottom Left/Right Panel – select the items to display on the left/right panels. The options available include:

- Graph displays graph of application data (Aged Analysis pie chart on SL/PL for example)
- Notes displays a list of notes recorded against the main application record.
- Database allows display of main transaction database records for the application.
- Scans displays a list of scans saved against the main application record.
- Emails displays a list of emails saved against the main application record.
- Contacts (SL/PL enquiry only) displays list of contacts for the account.
- Word displays a list of word documents saved against the main application record.
- Job Activities (JC enquiry only) displays the job activities and completion status.
- Operations (BM enquiry only) displays any operations included within the Works Order.
- Batch Summary (ST enquiry only) displays total accumulated values for the batch locations.
- Locations (ST enquiry only) displays total accumulated values for stock locations.

The additional display items are available for the Database and Contacts options.

Database to List – if select Databases a drop-down list is available to select the "transactions" to display. The list of available databases is controlled by the application – select from the items available.

Maximum Records to List – set to 0 the system will list all records which, on larger systems, may mean it takes longer to display the enquiry screen. Typically, you would limit this list to the last 10/20 items.

Items to List – define up to ten items from the database to be displayed.

LIFO – select whether entries are to be displayed latest first. NB: Generally, for latest first you will need to define the 'link' item on the transaction database as a secondary index.

Alternate Link Item for History Databases

Datafile 2021 *Premier* Only

The History databases on the Ledger Enquiry match based on the primary enquiry index – to link to a history database on the sales enquiry you need a data item holding the sales account code, the stock enquiry on the stock code and so on. New in this release you can nominate another item on the main application file instead of the prime index to use when selecting the history records for display.

As an example, the Sales Ledger enquiry would usually list history records specifically for that sales account. If using Delivery Accounts or Group Accounts however you may want to list all history records for the group and not just those for the specific account. If you reference the 'group account' item as an alternative link item, the system will then display the history records that match the group account rather than specific account used in the enquiry.

Similarly, on Stock if using location stock, you may wish to see history records for all stock items regardless of location. Referencing a sub-item that removes the location prefix would allow this.

					Sales	orders Record	s			?	<u></u>	-	×
Datafile	Home	Tools Ed	dit Li	inks									
Enquiry	Contacts		🔤 Disc	count Matrix	 Databases + Database Plus Forms + Utilities 	- 🗔 Tables	-	About Company Pause System Change Printer	Stock Availability	Spooled Reports	Messa		
Stock-Code	CH0167				Free-Stock		56.00						
Description	Dining Cha	air - teak/dralon			Reserved On-Order		37.00 58.00						
Details Filter							Date From	n	To				
ORDER-REF	-	ENTRY CTOCK				252 07/		PRICE					
00009	*	ENTRY STOCK 4 DI0167			OR	DER-QTY 2.00		87.99	DEL-QT	-	0/	S-DELI	2
00009		1 CH0167				4.00		87.99	0.00				4
00008		4 DT0167				2.00		87.99	0.00	D			2
00008		2 CH0167	7			2.00		87.99	0.0	D			2
00007		1 CH0167	,			1.00		87.99	0.00	D			1
00005		1 CH0167	7			4.00		87.99	4.00	D			0
00004		1 CH0167	1			4.00		87.99	0.00				4
00003		1 CH0167				4.00		87.99	4.00				0
		1 CH0167	,			4.00		87.99	4.00	D			0
00001		1 CH0107											
00001		1 01010											

Installation

Ledger Enquiry Manager

To define the link items on the enquiry, select from the main menu, **Installation** followed by **Ledger Enquiry Manager** and **Enquires Configuration**. Select the application required followed by **Transaction / Detail Enquiries**. Confirm the authority levels are set then click NEXT to configure the transaction enquiries, selecting the required history database.

Eink to History 2 File	- ×
Short Button Text for this Link Full Description Text for this Link Master File Item for First Pointer Detail File Item for Master Code Detail File Item for Next Detail Detail File 1st Datafile Link Item Detail File 2nd Datafile Link Item	Sales Orders
Lookup Database Pathname Lookup Format Item for Lookup	

Detail File Item for Master Code – this option asks for the data item on the history file that contains the match item (for example on a sales history database the item that contains the sales account code, on a stock history database would be the stock code and so on). This option is mandatory and, if no pointer chain in use, this item must be defined on the database as a secondary index.

Alternate Link Item – this new item enables you to reference an alternate item on the master file to match the history file records to instead of the primary enquiry index.

For example, on the stock enquiry above the detail item for master code and the alternate link item both reference sub-items off the stock code to strip off the location to leave the SKU.

History DFDs - Link to Other Applications

Datafile 2021 Premier Only

The History database is a user-definable enquiry database that can be configured for display against selected applications.

As part of the link definitions existing options allowed you to link from the history database to another application but this was restricted to links to sales/purchase accounts, stock records or sales/purchase orders depending on the application. This facility has now been extended to allow link to any of the main or the extra applications.

P						Job '	Transactions Recor	ds				?	<u>↑</u> –	×
Datafile	Home	Tools E	dit	Links										
ر Ledger Enquiry	Contacts	🚮 Calculator		scount Matri	-	base P	lus - 🗔 Tables	Ŧ	🗿 Pa	bout Company ause System hange Printer	Stock Availability	Spooled Reports	i in the second	
Account	BLA001				Balance			747.41]					
Name Add 1	J. Black & Parti 9 Shakespeare				Last-Pay	/-Date	26/01/2018 31/01/2018		1					
TX-TYPE	DATE		JOB-CO	DE				QUAN	YTITY		RATE/COST			VALUE
3 3	31/01/20 31/01/20		000001						0.00		0.0000			20.00 40.00
		e grouping [Und	fined]						1	of 2 items selected.				
Action		Job Re		<u>N</u> ominal									(2)	lose
F7-Nominal	A/C F9-Memo	Comp DEM O	ption ke	y to zoom to N	ominal A/C									

Here the Purchase Enquiry has been configured to list Job Cost Transactions as its 'History' database and this now has a link to the Job and Nominal enquiries.

Installation

Ledger Enquiry Manager

To define the link items on the enquiry, select from the main menu, **Installation** followed by **Ledger Enquiry Manager** and **Enquires Configuration**. Select the application required followed by **Transaction / Detail Enquiries**. Confirm the authority levels are set then click NEXT to configure the transaction enquiries, selecting the required history database.

Short Button Text for Full Description Text for Master File Item for First Detail File Item for Mast Detail File Item for Nex Detail File 1st Datafile Li Detail File 2nd Datafile Li Lookup Database Pa Lookup Item for	is Link Job Transactions ointer 0 Code 20 Alternative Link Item 0 Detail 0 (Item 1 ? Applic Job Costing (Item 23 Applic Nominal Ledger iname

Detail File – 1st Datafile Link Item / Application – This option allows you to reference the data item number and the application allowing you to 'zoom' from the history database to that application enquiry to view more detail. Reference the data item and application required.

Detail File – 2nd Datafile Link Item / Application – a second link option can also be defined.

Additional History Enquiry Databases

Datafile 2021 Premier Only

The History database is a user-definable enquiry database that can be configured for display against selected applications.

The Sales Ledger, for example, allows for two history databases to be defined – the key is that the history database must contain the sales account code. You could, perhaps, configure the Sales Ledger enquiry to list activity records for the customer, discount matrix entries for the customer or indeed a database of your own.

New in this release the number of history databases and the applications the databases are available for have increased.

- Sales Ledger increases the number of history databases from two to three.
- Stock Control increases the number of history databases from two to three.
- Sales Order Processing now allows two history databases, up from one.
- Purchase Order Processing now allows two history databases, up from one.
- Bill of Materials now also allows two history databases.

2												? 下		~
<u></u>						Ledger Enquiries						Υ Τ	-	×
Datafile Home Tools	Edit Links													
🍕 Mail 📲 Notes 🛛 💩 Activity	/ Grap	ih 🛛 🗖 Associa	te File 👌 Labels	🜄 Update A/C										
🐻 Word 🛛 🖓 Scans 🛛 🙀 Spread	sheets 💮 Web	site 🎒 Locatio	n Map 🛛 🔀 Clipboard	🔜 Statement										
🥥 Memo 🔹 Contacts 🚡 PDF Fil	es 📓 Imag	ge 🛛 🔂 Route M	Лар	🜄 Stk History										
Tools		Utiliti	es	Actions										
Sales Account History	Ledger Enquirie	es - Sales Ledg	er General Turno	over Credit Det	ails									
BAL001 Baldwin Industries plc														
	Account	BAL001								Stock Price No VAT Code	1 S	-		
	Name	Baldwin Industr	ies plc		Tel	0151 229 8190				EC Country	GB	_		
	Address	Unit 5, Light In	d. Estate		Fax	0151 229 8191				VAT Reg No				
		Stopgate Lane												- 1
		Aintree, Liverp Merseyside	ool		Contact	Miss M Greenwood				Credit Terms Credit Limit	D30		0.00	
		L9 6PY			SalesRep	Mr James Smythe				A/C on Stop		1	0.00	
			-							Line Disc%		0.00		
	Emails									Sett Terms	DOG			
	- General - Invoices	Sales@Baldwin	.co.uk							Sett Disc%		0.00		
	- Invoices - Statements									Turnover Per		4	146.74	
It of the termine										Turnover YTD		4:	146.74	
M Sales Account	Website									Balance		4	574.98	
S Purchase Account	Customer Analy	unia Carda								Last Invoice	25.0	01/2018		
か Nominal Account	Lustomer Anal	Analysis 1								Last Payment		01/2018		
General Stock Record														
Product Record		ate	Ref	Total	Outstanding		Order-Ref					Date-Invoiced	Cust-Re	ef
💑 Employee		5/01/2018 5/01/2018	000015 000011	872.96 82.93		25/02/2018 25/02/2018	1 000009 1 000007		26/01/2018 31/01/2018 26/01/2018 31/01/2018	742.95 989.96	0.00			
🗧 Job Record		5/01/2018 5/01/2018	000011	82.93		25/02/2018	(3) 000007		26/01/2018 31/01/2018	1179.98	0.00 26/01/2018			
Sales Order	1 26	5/01/2018	000009	872.96		25/02/2018	i 000005		26/01/2018 31/01/2018	742.95	742.95 26/01/2018	26/01/2018		
Purchase Order		5/01/2018 5/01/2018	000008 CHQ	272.59 100.00	272.59	25/02/2018								
🤹 Cash Account	1 26	5/01/2018	000007	1410.00	1410.00	25/02/2018								
🍕 Works Order	1 26	5/01/2018	000001	1346.47	1246.47	25/02/2018								
I Batch Tracking														
🗽 Group Sales Enq														
I Calendar	Action		• • • • • • • • • • • • • • • • • • •	- a guluu	T church		(Another	- ort				1	Ac	
Section Company	Action 📃	🔥 Irans	Inv 💊 Aged	S-Orders	Stock 🔤	Act Matrix	Another	Selec	t				Q Qo	se
F4-Select F9-Memo Comp DEM PgUp	PgDn for Details													

NB: Here the Sales enquiry is configured to show the three history databases – showing Stock (a Profiler maintained summary of the stock items the user has bought), Activities and Discount Matrix special prices.

Each of the history databases can have its own 'detail' database off it and has full screen enquiry options.

P							SI	tock Summary	Records				? 1	-	×
Datafil	Home	Tools Ed	dit Links												
ی Ledger Enquiry	Contacts	31 Calendar	Price Checker	ix 🕞 💽 Data x 🕞 🎯 Form	base Plus 🕞	Q Reports → Tables → Multi-Task →	 About Company Pause System Change Printer 	Stock Availability	Spooled Reports	Post Messages Mess					
Account	BAL001			Balance		4674.98									
Name Add 1	Baldwin Indust Unit 5, Light Ir			Cr-Limit Stop		0.00									
STOCK					TOT-QTY		TOT-SALES			T-COST	 TOT-PROFIT	TOT-MARG LAST-ORDER			
CH0167					9.00		791.91			353.07	 438.84	55.42 000009			
CH0168 CH0169					5.00 1.00		450.00 10.99			196.09 5.95	253.91 5.04	56.42 000009 45.86 000007			-
CH0109 CH0172					3.00		1,769.97			935.01	834.96	47.17 000007			
CH0173					3.00		632.97			370.35	262.62	41.49 000009			_
								10	f 5 items selecti	ed.					
Action				🔜 Stock										0	Qose
F7-Order	F9-Memo Com	p DEM Option k	ey to zoom to Stock												11

Installation

Location of Files

To configure the Ledger Enquiry application to display a history database you must first add the database to the location of files. Select **Installation** from the main menu and then **Lock Out All Systems**. Once systems locked choose **Application Manager** and **Location of Database Files** – respond Y to change the live files, leave blank to the prompt for global changes.

P	Live Data	base Pathnames -	File Specification Scr	een 1 of 4		?	- ×
Datafile Home	Tools Edit Links						
Enquiry	🔟 Calendar 🥫 Discount Matrix 👻	👪 Databases 🔹 🙀 Database Plus 🥩 Forms 🕞	 Reports + Tables + Multi-Task + 	About Company Pause System Change Printer	Stock Availability	Spooled Reports	199 191
		Utilities					Messaging
SALES LEDGER	Accounts	. DEM-SLA.DFD					
	Transactions	. DEM-SLT.DFD					
	Discount Matrix	.\DEM-MAT.DFD					
	Sales History	.\DEM-SUM.DFD					
	Sales History 2	. \DEM-ACT.DFD					
	Sales Contacts	.\DEM-CNT.DFD					
	Sales History 3	.\DEM-MAT.DFD			(?)		
PURCHASE LEDGER	Accounts	.\DEM-PLA.DFD					
	Transactions	.\DEM-PLT.DFD					
	Price Matrix	.\DEM-PLM.DFD					
	Purchase History						
	Purchase History 2						
	Purchase Contacts	DEM-CNT.DFD					
NOMINAL / CASHBOOK	Accounts	.\DEM-NLA.DFD					
	Transactions	.\DEM-NLT.DFD					
	Dpt-2 Opt-3 Opt-4	(2) Abandon				[Close Qlose
F4-Select Comp DEM					Pg	op Pgon bet	ween displays

The location of files is defined over four screens – subject to applications in use. The Sales / Purchase history databases are defined on page 1, the Stock history databases on page 2, the Sales Order and Purchase Order history databases on page 3 and the Bill of Materials history databases on page 4. Enter the database filename – including path where relevant – to the required history database.

Ledger Enquiry Manager

Once the history database(s) is defined you are then able to configure the Ledger Enquiry. From the main menu select **Installation** followed by **Ledger Enquiry Manager** and **Enquires Configuration**. Select the application required followed by **Transaction / Detail Enquires**.

P	Sales Ledger - Transaction / Detail Enquiries	?	- ×
Datafile Home	Tools Edit Links		
Enquiry	Image: Calculator Image: Price Checker Image: Calculator Image: Calculato	Spooled Reports	Messaging
Sales Ledger U) Update Account T) Transactions R) Retained txs O) O/s trans I) Invoice docs A) Aged analysis S) Sales Orders H) History D) History 2 3) History 3 Please specify the authority levels for each action. Blank to disable	 2 9 1 1<		
	Options 🖂 Settings 📦 Next 💽 Save 🔇 Abandon		
omp DEM			

The application databases (and other options) are listed and you can set the authority level required for access – leave blank to not allow any access to this option. Authority levels are defined from 0 (highest) to 9 (lowest).

Once all the authority levels are set click NEXT to configure the transaction enquiries.

P		Sales Ledger - Transaction / Detail Enquiries	?	- ×
Da	tafile Home	Tools Edit Links		
Led Enq	ger Contacts	Image: Calculator Image: Checker Im	Spooled Reports	ک Messaging
Sale	es Ledger	List of Data Items		messaging
U) T) R) O) I) A) S) H) D) 3)	Update Account Transactions Retained txs O/s trans Invoice docs Aged analysis Sales Orders History History 2 History 3	? 9 ? 9 ? 9 ? 9 ? 9 ? 9 ? 9 ? 9 ? 9 ? 9 ? 9 ? 9 ? 9 ? 9 ? 9 ? 9 ? 9		
	Transaction /	Details		
	Transaction A			
	Order Hea Order Det			
	Sales Histo			
	Sales Desktop Sales Histor	Detail		
		Save Save		

Each of the application databases available are listed followed by the history files. Choose the appropriate history file for configuration.

		- ×
Short Button Text for this Link Full Description Text for this Link Master File Item for First Pointer Detail File Item for Master Code Detail File Item for Next Detail Detail File 1st Datafile Link Item Detail File 2nd Datafile Link Item	Stock Summary 0 2 Alternative 0 3	
Lookup Database Pathname Lookup Format Item for Lookup		▼

Short Button Text for this Link – enter label for display on the button for this enquiry option.

Full Description Text for this Link – enter the full text to be displayed.

Master File Item for First Pointer – a history database can be defined to link in one of two ways. A record pointer chain, if available, can be used or you can use the indexes on the history file. Normally the

databases used as a history file would not have a pointer chain so this item can be left blank. If a pointer chain does exist reference the data item on the application database that contains the record pointer for the first history record.

Detail File Item for Master Code – this option asks for the data item on the history file that contains the main application record index (for example on a sales history database the item that contains the sales account code, on a stock history database would be the stock code and so on). This option is mandatory and, if no pointer chain in use, this item must be defined on the database as a secondary index.

Alternate Link Item – new in 7.4 this option asks for an item on the main application file instead of the prime index to use when selecting the history records for display. See the separate documentation for this feature.

Detail File Item for Next Detail – if using a pointer chain reference the item on the history database that records the record number for the next history record for the 'account'. Leave as zero if using the secondary index.

Detail File – 1st **Datafile Link Item / Application** – As well as having a link to the current application the history database may also contain details for other applications. Our Stock Summary example also contains the Stock Code and Last Sales Order for example. This option allows you to reference the data item number and the application allowing you to 'zoom' from the history database to that application enquiry to view more detail. Reference the data item and application required.

Detail File – 2nd Datafile Link Item / Application – a second link option can also be defined.

Lookup Database Pathname – when displaying history records it can be useful to include within the list items from another linked database/record. Using our Stock Summary example, we may want to include the stock description or current retail price for the item. Alternatively, a common use for a history database in stock control is to list any assembly components for the stock item, as such displaying the current physical/free stock for those components may be desirable. Reference here the database path and filename if a lookup is required.

Lookup Format – this prompt asks for the index format for the lookup. This uses our standard code formats, for example AAA999 or UUUUUUUUU. Where A represents an uppercase letter, U allows any character but if a letter is uppercase, X is any character and 9 allows any number from 0-9 – delimiter characters may also be used. For this link you can use UUUUUUU to the index format size.

Item for Lookup – reference the data item on the history database that contains the index value of the lookup database (i.e., the stock code on our stock summary / component stock example)

After confirming the file link settings, we are then asked for the list items.

P		Sal	les Ledger - Transaction /	Detail Enquiries - Sale	s History			?	– ×
Datafile Home	Tools E	Edit Links							
<i>~</i>	🚮 Calculato	or 📝 Price Checker	🚛 Databases 👻	🧳 Reports 🕞	🛞 Abo	ut Company	N	1	
🛋 👪	Calendar	🚽 Discount Mat	rix , 🜇 Database Plus	- 🔲 Tables -	🏦 Paus	e System	2		
Ledger Contacts		t 🙀 Supplier Matr	-	🕅 Multi-Task 🔹	-	nge Printer	Stock	Spooled	
Enquiry	- Word List	supplier Mati	Utilities		Chai	ige Finitei	Availability	Reports	Managina
									Messaging
U) Update Account	? 9	List of D	ata Items						
T) Transactions	? 9	Item No	Item Name		Type	Size			
R) Retained txs	? 9	1	CODE		X	30			
0) 0/s trans	? 9	2	CUST-ACC		X	10			
I) Invoice docs	? 9	3	STOCK		x	16			
A) Aged analysis	? 9	5	TOT-QTY		L	10			
S) Sales Orders	? 9	6	TOT-SALES		L	14			
H) History	? 9	7	TOT-COST		1	14			
D) History 2	? 9		TOT-PROFIT		*	14			
3) History 3	? 9	8	TOT-MARG		%	19			
File LIFO seque	nce ? 🚺 Filter	9							
1 STOCK	.	11	LAST-ORDER		X	16			
1 TOT-QTY	–	12	LAST-QTY		L	14			
1 TOT-SALES	–	13	LAST-PRICE		L	14			
1 TOT-COST	–	14	LAST-ORD-VAL		L	14			
1 TOT-PROFIT	–	15	LAST-CST-VAL		L	14			
1 TOT-MARG	-	16	LAST-DATE		E	10			
1 LAST-ORDER	-								
1	-								
Autofit w	dth ?								
Focus on	Grid ?		0	Next 🛛 🛃 Save	6	Abandon			
Comp DEM									/

LIFO Sequence – if using the pointer chain leave this item blank, if using secondary index set whether to display the history records in last-in-first-out order. (If using pointer chain and wish to display in LIFO order you can reference the 'first' pointer on the master record as the 'last' record and the 'next' detail pointer on the history database as the 'previous' record pointer.)

File – this option will only display if using a lookup database. Enter '1' to select an item for list from the main history database, enter '2' to select an item from the lookup database.

Data Item – select the data item from the history / lookup database to be displayed. These items are the default list items, subject to configuration settings additional items can be added/removed by the user as required.

Filter – applicable for the history data items set if you wish to allow a filter to be entered based on this item to restrict the records listed.

Auto Fit Width – set so 'shrink' display size of the columns to fit all items on screen, leave blank to display as per item size and allow a horizontal scroll bar if required.

Focus on Grid – if using filter items then the initial focus will be to enter a filter item, selecting this option lists the details first and you can go back and set a filter if required.

P Full Screen Design	_ ×
	Use a Full Screen Layout for "Sales History File" Enquiry?
	Ok Close

Use a Full Screen Layout for Stock History/Detail File Enquiry – select if you wish to enable the use of the VIEW button to display a full screen enquiry for the history/detail record.

Datafile Hom	Enquiry Screen
Save Abandon File	Image: Border Image: Border<
Stock Code Total Quan Total Sale Total Cost Total Prof Margin Last Order Quantity Unit Price Order Valu	tity 9.00 s 791.91 s 353.07 it 438.84 55.42 % 000009 4.00 87.99
Cost Value Order Adde	156.92

On initial configuration the enquiry screen will be blank. You design the screen as per the standard design parameters.

To add **text** to the screen, you use the mouse or arrow keys to position the cursor at the start of where you wish to enter your text, and type in the required label(s). To clear any text, use the space bar.

To add a **data item** to the screen, you use the mouse or arrow keys to position the cursor at the start of where you wish the item to display and then either 'right-click' with the mouse or press <F4-Select>. The

list of available data items is displayed for you to select. To delete a data item from the screen, use the mouse to click the item and then hit the <DELETE> key.

To draw **borders** around the screen, choose the option 'Border' on the Tools pull-down at the top of the screen.

To draw a **line** on the screen, select the option 'Line Mode' on the Tools pull-down, and then use the mouse to click the start position of the line, and then drag the line (horizontally or vertically) to the end position of the line. To delete a line, use the mouse to select the line, (it will turn blue when selected), and then hit the <DELETE> key. Once the line(s) has been drawn, to switch back to text mode, use the option on the Tools pull-down.

Once complete choose the 'Save' option.

(P) Link to History File (Analysis)	_ ×
Link Detail File to Analysis File Pathname of Analysis File Detail File Item for Analysis Lookup Analysis File Item for Lookup Display Analysis Items on Separate Grid	DEM-SOD.DFD
Comp DEM	📀 Qk 🚺 Close

Link Detail File to Analysis File – select if the History/Detail database is a 'master' file that can link to another 'analysis' database. This option is only applicable where the History/Detail database is **prime-indexed**, and the analysis database contains a **secondary index** containing the history/detail prime-index value.

Pathname of Analysis File – enter the database pathname for the analysis file.

Detail File Item for Analysis Lookup – reference the prime-index item on the history/detail database.

Analysis File Item for Lookup – reference the item on the analysis file that holds the value from the primeindex of the history / detail file. Note that this item **must** be a secondary index.

Display Analysis Items on Separate Grid – if <u>not</u> set then the history/detail record list is split in half. The left-hand side displays the history/detail records and the right hand side shows the linked analysis records. As you scroll up/down the list the detail records on the right are refreshed based on the current highlighted record. When set the system displays the analysis records via an ANALYSIS button on the history/details grid.

P				Sales Ledg	ger - Transaction / Deta	il Enquiries - Sales I	History (A	nalysis)			?	_	×
Dat	afile Home	Tools E	dit	Links									
Led Enqu	ger Contacts	31 Calendar	2		i → i i Databases → → i i → i i Database Plus → i i i forms → Utilities	 Reports Tables Multi-Task 	🥸 P	About Compar Pause System Change Printer		Stock Availability	Spooled Reports		🔗 🏹 saging
U)	Update Account	? 9	1	List of Dat	a Items								
T)	Transactions	? 9	1	Item No	Item Name		Туре	Size	^				
R)	Retained txs	? 9]	1	ORDER-REF		X	10					
0)	O/s trans	? 9]	2	ENTRY		N	4	·				
I)	Invoice docs	? 9		3	STATUS		х	1					
A)	Aged analysis	? 9]	4	NEXT-DET		Y	6					
S)	Sales Orders	? 9]	5	ACCOUNT		х	10					
н)	History	? 9	1	6	STOCK		х	16					
D)	History 2	?	1	7	ORDER-QTY		к	10					
3)	History 3	?		8	INV-QTY		к	10					
	LIFO sequent			9	PRICE		L	14					
1	ENTRY	▼		10	DISC-RATE		L	14					
2	ORDER-OTY	▼		11	DISC-AMT		L	14					
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5	DISC-AMT			13	HDR-RECNO		Y	6					
6	DETAIL-VALUE	T		14	DETAIL-VALUE		L	14	\mathbf{v}				
7	DEL-QTY	-											
8	INV-QTY	-											
	Autofit wid	th ? 🗌											
						🕽 Next 🛛 🚮 S	ave	🙆 Abandon					
								-					
Comp [DEM												

LIFO Sequence – set whether Analysis records are to be listed in LIFO sequence.

List Items – select up to eight items from the Analysis database to be listed, <F4-Select> is available as required.

Autofit width – set to compress the display items from the Analysis file (largest item compressed) so that the horizontal scroll bar is not activated.

P Full Screen Design	_ ×
	Use a Full Screen Layout for "Sales History File (Analysis)" Enquiry? 💟
	📀 <u>O</u> k 🔇 <u>C</u> lose

Use a Full Screen Layout for History (Analysis) Enquiry - select if you wish to enable the use of the VIEW button to display a full screen enquiry for the analysis record, if set then a screen design template is displayed for configuration (see screen design notes above).

Data Visualisations

Clone A Landing Page Record Set

Datafile 2021

When using the Data Visualisation options you can develop record sets to list key items based on the needs for that set. You can build up multiple sets with their own data items and filters to allow you to focus on the key information.

P								Datafile Prer	nier 2020@	5							• –	a ×
Datafile Home Tools Landing Page																		E TERR
€G Image: Second sec	Checker a unt Matrix 👻 ier Matrix 👻 é	💵 Databas 🐼 Databas 🤗 Forms lities	e Plus 🔹 📰 Tab	les -	Stock vailability	Spooled Reports		Collect Messages saging										_
Financials	SALES I	EDGER AC	CCOUNTS															
Sales Ledger Customers Sales Transactions	n Star	<u> </u>	Update V	iew Delete	STOP	Allocations	Flag	Cue Dates		New Order			Ries					<u> </u>
Allocations Credit Control Manager	All	Turnover	PY Turnover	Budgets	On Stop	Credit Contro	New X	Customers Th		Accounts v	with Orders	Not Orden	ed This Year	ProForma Accounts	Overdue	Sales by Account Manager	My Accounts	
Statements	ACCOUNT		NAME			PHONE		MAIN_CO			ANALYSIS		FC-CODE		SALES_C	ORDERS - 7		BALAN
- Enquire Account Details	BAL002 AXP001		Baltimore Corporati Axpact Limited	on		1 458 6547 23 543999		James Ad Russell Bi			Region 06 Region 04		GBP			495,730.98 75,579.99		0.0
> Reports	BAL001		Baldwin Industries I	10		L 229 8190					Region 08		GBP			57,472,38		328,632
> Utilities	ALSO50 Alstom AG				2059530		Mary Baldwin Henry Weiner		Region 09			EUR			57,341.29		0.00	
> Currency Options	WAL001 Walton Street Motor Company					229 6734		Elizabeth			Region 07		GBP			50,000.00		0.
> Period End	BOI001	E	Boeing Inc.		001	312 544 2000		Bud Reyn	olds		Region 10		USD			12,470.57		1,666.
System Status	ET2001	E	E2Z Limited		0115	9432123		Paul Shel	don		Region 03		GBP			7,227.06		0.
	222777	Website Orders			N/A		N/A			Region 03			GBP			5,904.88		0
Purchase Ledger	DAT001		Dataman Computer			4 544457		Stephen			Region 03		GBP			4,800.00		36
Nominal Ledger	KAR001				1 709 0929		Karl Bolton			Region 02		GBP			4,800.00 2,520.68		0	
Cashbook	EUR001 European Holdings Inc CMS001 CMS Products Limited					987 232111		Julo Este			Region 06		EUR				2,952	
Currency					712123		Sarah De			Region 07		GBP			2,371.00		0.	
					241 113322		Karen Bly Francois			Region 05 Region 02		GBP			1,976.00		1,559.	
Intrastats						613245	Mike Brom				Region 02 Region 01		GBP			896.94		2,002.
Fixed Asset Register						0151 703 2564		John Wal			Region 01 Region 04		GBP			895.94		0
Purchase Subcontracting	DIR001		Direct Supplies Limit			2 431787	Graham Dixon			Region 04		GBP			596.08		0	
Payment Practices and Performance	GRE001		Greenfens of Widne						James Dean		Region 02 GBP			399.00				52,500
AP Automation	BAL004	E	Balgores Trading Lit	nited	0160	4815322		Amelia Ar	derson		Region 03		GBP			328.00		0
	CAP001	0	Caprica Leisure		0177	2 781243		Cath Dav	/son		Region 06		GBP			267.00		3,721
Customer and Supplier Performance	ZZZ999		Trade Counter		N/A			N/A			Region 06		GBP			250.00		0
Financials	DAT999		Datafile Software S	olutions		2816514		Carl Baun			Region 01		GBP			164.95		0
	MAR002		Marton Machines			4 873296		Jane Nev			Region 04		GBP			96.00		20,970
Stock Control	BAL902		Baldwin Industries - Baldwin Industries -			5433 2222		Keith Aldr			Region 05		GBP			5.00		0
Order Processing	BAL901	t	Baidwin Industries	East Mids	0115	9322111		Dan Wilks	1		Region 03		GBP			-364.00		3,241.
Works Order Processing																		
R Payroll and HR	11																	
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Service																		
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E-Business															Total:	782,885.34	Total	d: 567,942.4
Third Party Integrations	144 44 4	2 of 25 ≯	₩₩ ₩	<														
Database Systems	Reo		👔 Orders Chart	0														
Installation Utilities	E Reo	oruset 1	in orocis chart	•														

When you create a new record set the items data items listed are based on the default landing page display items. This new feature allows you to 'clone' a record set to the data items are based on the current landing page.

Datafile Home Tools Landing Page Image: Standing Page Image: Standing Page Image: Standing Page Image: Standing Page Image: Standing Page Image: Standing Page Image: Standing Page Image: Standing Page Image: Standing Page Image: Standing Page Image: Standing Page Image: Standing Page Image: Standing Page Image: Standing Page Image: Standing Page Image: Standing Page Image: Standing Page Image: Standing Page Image: Standing Page Image: Standing Page Image: Standing Page Image: Standing Page Image: Standing Page Image: Standing Page Image: Standing Page Image: Standing Page Image: Standing Page Image: Standing Page Image: Standing Page Image: Standing Page Image: Standing Page Image: Standing Page Image: Standing Page Image: Standing Page Image: Standing Page Image: Standing Page Image: Standing Page Image: Standing Page Image: Standing Page Image: Standing Page	: Matrix 👻 🖳	Databas Databas Forms	e Plus 🔻 📰 Ta	bles -	Stock Availability	Spooled Reports I	Post Messages Mess	Collect Messages aging										E TERR		
inancials	SALES LE	DGER AG	CCOUNTS																	
Sales Ledger ^ - Customers - Sales Transactions - Allocations	E Drildown	New		View Dele		Allocations Credit Control	Flag	Due Dates	Enquiry Nev	_	Gredit Control	Street History	Files	ProForma Accounts	Overdue	Sales by Account Manager	My Accounts	<u> </u>		
- Credit Control Manager	ACCOUNT		NAME		· ·	PHONE		MAIN CON		E 1	lew Recordset		FC-CODE			ORDERS - ?		BALAN		
Statements	BAL002		Baltimore Corpora	tion		1 458 6547		James Adler		🛛 F	ename Record	lset F2	GBP		36003_	495,730.98		0		
- Enquire Account Details	AXP001		Axpact Limited			23 543999		Russell Baco		-	Ione Recordse		GBP			75,579.99		150,000		
> Reports	BAL001		Baldwin Industries	PLC		1 229 8 190		Mary Baldw			lone Recordse	۹.	GBP			57,472.38		328,632		
> Utilities	ALS050	1	Alstom AG		005	5 2059530		Henry Wein	er	🖾 F	lemove Record	lset	EUR			57,341.29		0		
> Currency Options	WAL001	N N	Walton Street Mo	tor Company	013	1 229 6734		Elizabeth Di	dkson		Region 07		GBP			50,000.00		0		
> Period End	BOI001		Boeing Inc.			312 544 2000		Bud Reynol			Region 10		USD			12,470.57		1,666		
System Status	ET2001 E22 Limited ZZZ777 Website Orders DAT001 Dataman Computers KAR001 Kar's Electrical Supples					5 9432123		Paul Sheldo	1		Region 03		GBP			7,227.06 5,904.88				
Purchase Ledger					N/A			N/A			Region 03 Region 03		GBP					0		
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Currency					0207 712123 Sarah Denton					Region 07		GBP			2,371.00		2,95			
currency					1 709 5656		Karen Blyth		Region 05		GBP				1,559					
Intrastats					9 241 113322		Francois Ela	nde		Region 02		EUR			2,662					
Fixed Asset Register	CMS001	0	CMS Products Limi	ted	011	0116 613245 Mike Brompton				Region 01		GBP			896.94		0			
Purchase Subcontracting	DAT002	0	Datona Discount S	lupplies	015	1 703 2564		John Walter	s		Region 04		GBP			895.94		0		
Payment Practices and Performance	DIR001	0	Direct Supplies Lin	ited	015	22 431787		Graham Dix	n		Region 04		GBP			596.08		0		
AP Automation	GRE001		Greenfens of Wid			1 424 9838		James Dear			Region 02		GBP			399.00		52,500		
AF Automation	BAL004		Balgores Trading I	imited		04815322		Amelia Ande			Region 03		GBP			328.00		0		
	CAP001		Caprica Leisure			72 781243		Cath Dawso	n		Region 06		GBP			267.00		3,721		
Customer and Supplier Performance	ZZZ999		Trade Counter		N/A			N/A			Region 06		GBP			250.00		0		
Financials	DAT999 MAR002		Datafile Software Marton Machines	Solutions		72 816514 24 873296		Carl Baum Jane Newso	-		Region 01 Region 04		GBP			164.95 96.00		20.970		
Stock Control	BAL902		Baldwin Industries	- West Mide		1 5433 2222		Keith Aldrid			Region 05		GBP			5.00		20,970		
	BAL902 BAL901		Baldwin Industries			5 9322111		Dan Wiks	r-		Region 03		GBP			-364.00		3,241		
Order Processing																				
Works Order Processing																				
Payroll and HR																				
Job and Project Costing																				
CRM																				
Service																				
E-Business																				
Third Party Integrations															Total	782,885.34	Tota	d: 567,942.4		
			H H Y																	

To clone a record set right-click on the tab you wish to copy and select to 'Clone Record set'.

Data Visualisations II

KPI Labels – Reverse Sign on Values

Datafile 2021

The KPI Label options allow you to display the sum of key values on the application.

For some values you may wish to reverse the 'sign' of the values for clarity – for example if displaying the sum of income on the Nominal Ledger may cause confusion with the debit totals being negative, alternatively if displaying the total value of credits on a transaction-based ProFiler landing page you may want to show the values as positive.

(P)	Datafile Premier 20200	
Datafile Home Tools Landing Page		E TERRY
Image: Contacts Image: Con	:Matrix - 😨 Database Plus - 📰 Tables - Sinck Sonoled Post Collect	^
Financials	NOMENAL ACCOUNTS	
Allocations Codd Control Planager Statements Traquire Account Details Traquire Account Details Traquire Account Details Traquire Account Details Turners Options Period End System Status Provisional Journals Provisional Journals Provisional Journals Account Enguiry Lupdate frequer Statissemmetre Account Enguiry Lupdate from Other Ledgers Set Information A/C Values Set Information A/C Value Set Information Set Information A/	TD Actuals This Year Period Actuals List Year Previous Actuals :] Budget Backget Yarances Seles Totals Staffing Cets @ -4667,9992 Cests tank Control of the Sene Cest of Se	
- System Status		
> Cashbook	Net Profit ***	
Financials		
Stock Control Order Processing	-422,703	
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G CRM		
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E-Business		
Third Party Integrations		
Database Systems		
Installation Utilities	🔣 Recordset 🙆 Summary 🚳	
0 1011		

The Nominal based KPI page above shows the total revenue, costs, and net profit as labels but due to the debit/credit postings to income and expenses could look like a loss has been generated.

Edit KPI Tile
General Filter
Title Revenue
- Display
Font 🗥 Arial 🗸
Default colour
✓ Hide decimal point ✓ Show thousand separators
Red / Amber / Green Properties
Above Color
Green 0
Amber 1000
Red 5000
Reverse polarity
Data
Field 2020_BALANCE V
Calculation Sum 🗸
Reverse polarity of value
OK Cancel

A new option has been added to the data item properties of the KPI tile to 'reverse polarity of value' allows for items that are usually negative to display as positive values (and vice versa).

P	Datafie Premier 20200 🔟 - 🗗	×
Datafile Home Tools Landing Page		TERRY
Cantacts	Matrix - 😨 Database Plus - 💼 Tables - Stock Spoole Port Collect	^
Financials	NOMINAL ACCOUNTS	1
Allocations Credit Control Manager Statements Fraquie Account Details Fraquie Account Details Reports Tutilities Currency Options Period find System Status Vinomian Ledger Haintain Accounts Neroristics Provisional Journals Reports & Analysis Francida Summaries Account Enginy Update from Other Ledgers Set Information A/C Values Set Enformation A/C Values Set Enformation A/C Values Set Corrence Proid Other Journal Options Period Year-Enformed System Status Seture And Procedures System Status	To Actuale The Year Actuale List Year Period A	
> Cashbook	Net Profit ***	
Financials		
🤧 Stock Control	422,703	
• Order Processing		
Works Order Processing	$+ \angle \angle . / \cup \cup$	
Searcell and HR		
Job and Project Costing		
S CRM		
Service		
Third Party Integrations		
Database Systems		
Installation Utilities	🔣 Recordset 🕼 Summary 🔞	
		-

Landing Pages

Company / Key-Item Selection

Datafile 2021

Within menu designs the option is available to swap to a particular company when select an action – this option has now been added to the main application and ProFiler landing pages.

Similarly, ProFiler applications allowed for the nomination of the key item to be used when select an action – this option has now been added into the application landing pages.

						A	pplicati	on Panel	(2 of 3)	- Actio	n Too	olbar			?	Ť	- >
Dat	tafile		Home Too	ols Edit Links													
Enqu	ger uiry	Co	intacts	Calculator 📝 Price Checker Calendar 🙀 Discount Matrix Vord List 🍖 Supplier Matrix	+ 🔗 Forms + Utilities	- 5	Repor Tables Multi-	÷	🛞 Abo 👲 Pau 🔯 Cha	ise Sys	tem	Stock	Spooled Post Reports Messay	Collect			
	Define Applic		20 standard Da Parameter	atafile program options to place o	n the toolbar Key-Item		Auto	Comp		Applic		Parameter	Title	Key-Item		Auto	Comp
1	DT	•	005508	Ledger Enquiry]	•	~		11	SP	-	5001	Invoice		•		
2	SP	•	1001	New Order		•			12	SP	-	5002	Credit Note		-	\checkmark	
3	SP	•	1002	Update Order		•	\checkmark		13	DT	•	005501	Account Enquiry	ACCOUNT	•	\checkmark	ccc
4	SP	•	1003	Change Details]	•	\checkmark		14		-				-		
5	SP	•	1005	Order Status		•	~		15		-				-		
	SP	•	1013	Replicate Order]	•	\checkmark		16		•				-		
	SP		0000	Order Enguiry		-			17		-				-		
5	SP	•	8000	Order Eriquiry		· ·	~		1/								
6 7	<u> </u>	•	2001	Print Order		-	~		17		-				-		
6 7 8 9	SP]	_			-		- -						

Against each program option you will now be prompted for Key-Item and Comp(any). If left blank, then the standard default key item (prime-index) and current company are assumed but otherwise will use the key-item / company specified.

In use if the action has a company set then the system will revert to the original company on exit from that action.

Check for Refresh Every X Minutes

Datafile 2021

When displaying filtered landing pages, perhaps showing which orders are available for despatch, or using data visualisation tools to show then users may stay on an option without actively processing meaning the displayed records/values do not update.

This option forces a landing page refresh on X minutes of inaction.

P		Application Panel (1 of 3) - Record List	?	Ť	-	×
Dat	tafile Home	Tools Edit Links				
Ledy Enqu	ger Contacts	Image: Calculator Image: Price Checker Im	м	in the second se	ıg	
1 2 3 4 5 6 7 8 9 10 11 12	Display Item ORDER-REF STATUS ACCOUNT ACCOUNT-NAME ORDER-VALUE INVOICE-VALUE	Sort Item Descend Image: Conditional Highlights ORDER-REF Image: Conditional Highlights Display F4 Items at Run Use Fixed Column W Image: Conditional Highlights Image: Copy Landing Pages Security / Configuration	idths inges iteria Order splay ering idex) nutes			
Actio	on 🗐 🕠 <u>N</u> ext	Abandon				

Check for Grid Refresh Every X Minutes – set no of minutes to refresh the landing page on inaction (0 is no refresh)

Include Filtered Records in Count

Datafile 2021

When using selection criteria to restrict the records displayed or configured for salesperson filters then the system applies the 'Maximum Records to Display' counter to the results of the search. This means on

larger data sets where the filters would return a small sub-set of the records then this could take a while to display.

Setting the option to 'Include Filter Records in Maximum Records Count' means that the system applies the record limit first and then applies the filter to that record set.

Multi-Search Option

The Find function on the Landing Page allows you to quickly filter the list to those key records based on matching the text in the Find search to displayed records on the landing page. The find works based on matching the entered text to any column on the landing page.

This new feature allows for multiple search terms to be entered operating as a 'and' or 'or' search to filter the records.

						Datame Tren	nier 2020©						*	- 8 ×
Datafile Home Tools Landing Pag	ge													I TERRY
€€ € Sacualator Drice Ledger Contacts Image: Contacts Calculator Drice Enquiry Contacts Image: Contacts Image: Calculator Drice	ount Matrix 🕞 🛃 🛛	latabase Plus 👻 🥫 orms 👻 🔓	Reports - Tables - Multi-Task -		Spooled Reports	Post Collect Messages Messages Messaging								^
Stock Control	STOCK FILE													
Stock Records Stock Transactions > Assemblies > Reports		New Amend		Delete Prices		Demand Alternates	Bat/Ser Complimentary Slow Moving Items I		Demand Foreca		uped by ABC Rating	Operations	Location Enquiry	Assemblies
Stock Enquiry Location Maintenance	× Batterie	s +Each			Find	d Clear								
> Utilities														
> Stock Take	STOCK-CODE MWBAT0001	▲ GROUI Electric		DESCRIPTION Duracell AA				PHYSICAL 803.00	MINIMUM 25.00	FREE-STOCK 73.00	REORDER_MIN 0.00	PRICE-1 SUPPLIER 5.00 COM001	R LEAD	PHYS-COS 2,376.8
Period End Options	Z1BAT0001	Electri		Duracel AA		EAC		6.00	25.00	5.00	20.00	4.00 COM001	4	2,5/6.8
System Status	Z2BAT0001	Electri		Duracel AA 🔝		EACH		0.00	25.00	0.00	25.00	4.00 COM001	4	0.0
	Z38AT0001	Electric		Duracel AA 🔝		EACH		0.00	25.00	0.00	25.00	4.00 COM001	4	0.0
	Z4BAT0001 ZZBAT0001	Electric	al	Duracell AA		EACH		0.00	25.00	0.00	25.00	4.00 COM001 5.00 COM001	4	0.0
nne R Eesanded														
Financials														
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iii Financials iii Financials iii Foncessing iii Order Processing iii Works Order Processing iii Order Processing	-filer is Employ	12												Total: 2,394.88 Customee
		42 42	K											
Financials Poteck Control Order Processing Works Order Processing Payroll and HR Payroll and HR Action of Project Costing CRH Service Service Beservice		6 × ++ ++ =	< y Product Group	all Sales Period		Valuation Pivot	09 Summary 🛛 Sales O	dera 🙆						

Here the search term of 'Batteries +Each' has been entered to filter the stock landing page – the search result filtering the stock records on the description for 'Batteries' and the issue unit for 'Each'.

The multi-search filter works based on a space to separate the search terms and then the +/- character to control whether the following second term is a 'and' search or a 'or' search. 'Batteries +AAA' or 'AAA -D' for example

Datafile 2021

Installation

CONFIG / User Preferences

To enable the multiple search functions for the landing page a new parameter has been added to the User Preferences within the CONFIG sign-on.

P		User Preferences ? 🕅 – 🗙
Datafile	Home	Tools Edit Links
ی Ledger Enquiry	Contacts	Image: Calculator Image: Price Checker Im
		Show current company in menus ?
		Select records as "start with" ?
		Automatic Select if part code ? Select to show an initial list ?
		Use Shift-F4 selection by default ?
		Allow Last/Next Code Functions ?
		Allow multiple selections ? Char for AND ? + OR ? -
		Include landing page search ?
		Omit space, non alpha/num chars ? 🔽 Same Font and Size for all users ? 🔽
		Same Font and Size for all users ? 🔽 Auto-complete drop-down list inputs ? 🔽
		Create Backup during Auto-Expand ?
		Enable Selection Criteria Grid ?
		Location of User D01 ? USERS\

The initial parameters described here enable you to set the multiple search function available for the F4-Search function. The landing page multiple search option uses the same characters to identify and/or searches as the F4-Search.

Allow Multiple Selections – set to enable the multiple search functionality for F4 search results. Note this option applies to the secondary index search item you enter the search against.

Character for AND / OR – enter the search characters used to identify the 'And' and 'Or' search characters. The default search items of +/- may not be appropriate if, for example, '-' is used in product descriptions.

Include Landing Page Search – set to enable the use of the multiple search options on the landing page find utility.

Edit Data Items from Landing Page

Datafile 2021

Viewing records on a landing page allows you to see easily where you have 'missing' data – for example when viewing customer records seeing who you do not have an email address for statements and invoices, who you do not have an account contact or telephone number for and so on.

When these missing data values have been identified you can then use the landing page options to select a maintenance option and update these values. Users have requested the option to edit these values directly on the landing page itself and this feature has been added in this release.

				Datafile Premier 2	020©				*	- 8)
Datafile Home Tools Landing Page										🚛 TE
tiger quiry Contacts	nt Matrix 👻 🐼 Datab	ase Plus - 🚍 Tables - S	tock Spooled Pe	ist Collect ages Messages Messaging						
ancials	SALES LEDGER	ACCOUNTS								
Sales Ledger ^	S				1 🔂 📣	5 5				
Customers										
- Sales Transactions	Drildown New	Update View Delete	STOP Allocations FI	ag Due Dates End	uiry New Order Credit Cont	rol History Files				
Allocations	All Turnov	ver 🔍 PY Turnover 📉 Budgets 📈 I	On Stop 🔨 Credit Control 🖂	New Customers This Yea	r 🔨 Accounts with Orders 🖂	Not Ordered This Year 🔨 F	roForma Accounts 🔨 Overd	ue 🔨 Sales by Accou	nt Manager 📉 My Accou	ints Custe
Credit Control Manager										
Statements	× Enter text to	search	Find	Clear						
- Enquire Account Details	ACCOUNT	▲ NAME	SALESPERSON	TELEPHONE	COUNTRY	ANALYSIS	BALANCE	QUOTES	SALES_ORDERS	CR-LIN
> Reports	ALS050	Alstom AG	Mr Carl Brown	0056 2059530	Switzerland	Region 09	0.00	7,358.46	57,341.29	1,500,000.
> Utilities	ASH001	Ash Developments Limited	Ms Karen Ashley	01232 452545	United Kingdom	Region 02	0.00	36.00	0.00	1,500,000.
Currency Options	AXP001	Axpact Limited	Ms Karen Ashley	01623 543999	United Kingdom	Region 04	150,000.00	96.03	75,579,99	1.000.000
> Period End	BAL001	Baldwin Industries PLC	Ms Karen Ashley	0151 229 8190	United Kingdom	Region 08	328,632,56	683.48	57,472,38	999,999
System Status	BAL002	Baltimore Corporation	Mr James Smythe	0171 458 6547	United Kingdom	Region 06	0.00	0.00	495,730.98	25,000,000
urchase Ledger	BAL003	Bennet Supplies Limited	Mr Carl Brown	01302 432123	United Kingdom	Region 09	0.00	3,659.00	0.00	500,000
ominal Ledger	BAL004	Balgores Trading Limited	Mr James Smythe	01604815322	United Kingdom	Region 03	0.00	3,724.99	328.00	500,000
ashbook	BAL901	Baldwin Industries - East Mids	Mr James Smythe	0115 9322111	United Kingdom	Region 03	3,241.20	1,676.00	-364.00	2,500,000
urrency	BAL902	Baldwin Industries - West Mids	Ms Karen Ashley	0121 5433 2222	United Kingdom	Region 05	0.00	8,638.11	5.00	100,000
unchoy	BAL999	Baldwin PLC Head Office	Mr Darren Hodges	0207 6644332	United Kingdom	Region 05	0.00	0.00	0.00	1,500,000
ntrastats	BAR001	Barrow Fields Limited	Ms Karen Ashley	0115 9547865	United Kingdom	Region 09	0.00	0.00	0.00	250,000
	BOI001	Boeing Inc.	Ms Karen Ashley	001 312 544 2000	United States of America	Region 10	1,666.71	0.00	12,470.57	5,000,000
ixed Asset Register	: CAP001	Caprica Leisure	Mr Darren Hodges	01772 781243	United Kingdom	Region 06	3,721.40	5,845.99	267.00	3,000,000
urchase Subcontracting	: CMS001	CMS Products Limited	Mr James Smythe	0116 613245	United Kingdom	Region 01	0.00	0.00	896.94	500,000
ayment Practices and Performance	CRI001	B3 Cricket Limited	Ms Karen Ashley	0115 9871211	United Kingdom	Region 08	31,838.40	26,532.00	0.00	999,999
P Automation	DAT001	Dataman Computers	Ms Karen Ashley	01234 544457	United Kingdom	Region 03	36.00	0.00	4,800.00	999,999
	DAT002	Datona Discount Supplies	Mr Darren Hodges	0151 703 2564	United Kingdom	Region 04	0.00	2,154.00	895.94	999,999
ustomer and Supplier Performance	DAT999	Datafile Software Solutions	Mr Carl Brown	01772 816514	United Kingdom	Region 01	0.00	0.00	164.95	999,999
	DIR001	Direct Supplies Limited	Ms Karen Ashley	01522 431787	United Kingdom	Region 04	0.00	4,111.83	596.08	999,999
Financials	ETZ001	E2Z Limited	Ms Karen Ashley	0115 9432123	United Kingdom	Region 03	0.00	10,400.00	7,227.06	999,999
Stock Control	EUR001	European Holdings Inc	Ms Karen Ashley	0049 241 113322	France	Region 02	2,662.22	0.00	1,155.60	1
Order Processing	EVE001	Eversheds LLP	Ms Karen Ashley	0115 765213	United Kingdom	Region 08	60,000.00	0.00	0.00	999,999
order Processing	GRE001	Greenfens of Widnes	Ms Karen Ashley	0151 424 9838	United Kingdom	Region 02	52,500.00	0.00	399.00	999,999
Works Order Processing	KAR001	Karl's Electrical Supplies	Ms Karen Ashley	0151 709 0929	United Kingdom	Region 02	0.00	0.00	4,800.00	999,999
Payroll and HR	KAR002 LIM001	Karlslake Office Supplies Limestone IT Supplies Limited	Mr Darren Hodges Mr James Smythe	0151 709 5656 01668 817543	United Kingdom United Kingdom	Region 05 Region 08	1,559.93 686.40	4,294.94	1,976.00	999,999
	MAD001	Malaga International Trading	Mr Darren Hodges	0034 987 232111	Spain	Region 06	2,952,40	64.80	2,520.68	999,999
Job and Project Costing	MAD001 MAR001	Markham Holdings Ltd	Mr Darren Hooges Ms Karen Ashley	01221 09856	United Kingdom	Region 04	2,952.40	0.00	2,520.68	999,999
CRM	MAR002	Marton Machines	Mr James Smythe	01224 873296	United Kingdom	Region 04	20,970.00	8,966.00	96.00	999,999
Service							Total: 661,254,42	Total: 91,928,79	Total: 782,885.34	
E-Business							10181-001/234.42	101011 31/320113	10101 702,003134	0.1.1
Third Party Integrations	<filter empty="" is=""></filter>									Customize
Database Systems	- H4 44 4 5 of 39		Len L	-						
	Recordset	🙀 Sales Analysis 🛛 🐼 KPI Summar	/ 🔣 Transaction Details 🛛	Ð						

(Note, whilst the screenshot displays the Data Visualisation tab options, this facility is available when Data Visualisations is not in use).

By default, the landing page is in 'View' mode. You can swap to 'edit' mode by right-clicking on the grid and selecting the 'Edit Mode' option.

Items that can be edited are indicated by an icon on the column heading – here the 'Telephone' item can be edited. Clicking the cell allows you to enter the value,

<Enter> will update the amendments. As you select an item to be edited the record is locked and if other users are using that record so cannot be locked you will be warned accordingly.

Swapping to another landing page will exit 'Edit Mode' automatically but you can swap back to 'View' mode by right clicking the grid and selecting the 'View Mode' option.

Installation

Landing Page Setup

You set which items can be edited from the landing page via the Landing Page Setup. For the applications this is usually available on the **Installation** menu, for ProFiler this option is usually available within the **Application Profile** menu. Page 1 of 3 of the Landing Page setup options allows you an option to 'Define Editable Fields' – selecting this displays the data items for the landing page.

	This form allows y	ou to set up the full list	of fi	ds available to t	he users when editing the	landing page.
All Fie	lds:			– Ava	ilable Fields:	
Item 🔺	Caption	Kind	^	Item	Caption	Kind
1	ACCOUNT	ABC X: 10 chars		▶ 7	POST-CODE	ABC X: 8 chars
2	NAME	ABC X: 30 chars		8	TELEPHONE	ABC X: 20 chars
3	ADD1	ABC X: 30 chars		▶ 86	MAIN_CONTACT	ABC X: 20 chars
4	ADD2	ABC X: 30 chars		87	MAIN_EMAIL	ABC X: 25 chars
5	TOWN	ABC X: 30 chars		4 88	MAIN_TITLE	ABC X: 25 chars
6	COUNTY	ABC X: 30 chars				
9	COMMENT	ABC X: 25 chars		44		
10	BALANCE-B/F	1.11 L: 2 dps				
11	BALANCE	1.11 L: 2 dps				
12	UNALLOCATED	1.11 L: 2 dps				
13	OPEN-ITEM	?				
14	FIRST-TX	ABC Y: 6 chars				
15	LAST-TX	ABC Y: 6 chars				
16	TAX	ABC X: 1 chars				
17	DAYS-CR	ABC X: 4 chars				
18	CR-LIMIT	1.11 L: 2 dps				
19	STOP	?				
20	LAST-TX-DATE	31 E				
21	LAST-PAY-DATE	31 E				
22	LAST-INV-DATE	31 E				
23	SETUP-DATE	31 E				
24	STATMNT-DATE	31 E				
25	STATMNT-PAGE	13 N	~			

The left-hand list shows the fields available on the database, the items on the right are the fields you have allowed to be edited. You can set an item to allow editing by highlighting the item and clicking the single-arrow button to move to the editable items list.

As you might imagine consideration and thought needs to be given to the items you allow edit via the landing page. You should not set any system-maintained items – index items such as account, stock code and order reference should not be edited, nor should you set the likes of balance, order value and so on which are updated by other actions.

Any item for which editing needs to be validated – a lookup item for Tax, Salesperson and so on should not be included, nor items which editing would trigger another action (setting the On Stop flag for example can set last amended details which would not be updated here).

Once the list has been updated click OK to exit and then SAVE to update the changes.

Fast Sort Record Selection

Datafile 2021

When using the Landing Page against larger data sets then options to bring in the last X thousand records added can be used against Sales Order, Purchase Order or Works Order landing pages to speed up processing and display. On these applications the 'active' records to be processed will more than likely be in the block of orders recently added.

For the Sales Ledger, Purchase Ledger and Stock applications the active records could be anywhere in the file meaning selection criteria has to read all records to determine the active list which can take time to process. This new feature allows you to set a 'fast sort' selection on the landing page to identify the active records more quickly.

Landing Page Properties

To define a 'fast sort' selection select the required landing page and choose the Landing Page Properties. Once displayed select the 'tool' icon at the top right of the properties display to access the Advanced Properties.

Advanced Rec	ordset Propertie	25 ×
Grid Behaviour	Date Properties	Fast Sorter
- Double-click acti	on	
[No Action]		~
- Advanced prope	erties	
Show Row In	dicator	
Size Columns		
Colour Odd /	Even Rows	
	🥝 ОК	🔞 Cancel

The Advanced Properties have three tabs.

<u>Grid Behaviour</u> allows you to set the action that is triggered if double-click a record. You also have display properties that can set as required.

<u>Date Properties</u> allows you to set end working day, the date on which the weekends and set the working days. This is used for the Calendar 'Explorer' style views.

<u>Fast Sorter</u> is the new options that allow you to set as part of the index build the criteria for the records to be displayed. The initial display shows a blank list allowing you to ADD a filter.

Add Para	Add Parameter ×				
Field	LAST-TX-DATE V				
Operator	>= ~				
	Compare against fields				
Value	01/12/2019				
	Case insensitive				
	OK Cancel				

Field – select the data item from the drop-down list. Items allowed are those defined within the set-up option 'Define Extra Fields to Load'.

Operator – select the selection type. If using a date item options are available to select for this/last year etc. but remember this is calendar not financial year.

Compare Against Fields – select if looking to compare one data item against another. Leave blank to enter a value.

Value – enter the value to test against.

Case Insensitive – if testing a text item set to ignore case when applying the filter.

Once defined click OK.

You can add more than one filter, but each filter must be met for the record to be displayed.

Notes

The Fast Sort filter is held against the users landing page configuration. Where appropriate you can use the COPY function to update one user landing page configuration to another.

To improve speed further you should restrict the 'Define Extra Fields to Load' to just those items required – only include those items needed for the landing page or data visualisation tools.

General System Options

List of Users Database

Within the Datafile system configuration options have often been set to allow for assignment of a Datafile user to a record – whether that is, for example, an option in Sales Order entry to assign a 'Order Taker' or to allocate a line manager to an employee in Payroll Employee Maintenance.

Often, there can also be a requirement to carry additional information against the Datafile user – their email address, job title, mobile number etc. and to copy this into the record for processing – sending a copy of an order confirmation to the order taker for example.

Datafile 2021

Previously users have met this requirement by creating their own database to log this information, but this means maintaining these options twice – firstly creating the user id within the MASTER functions for Datafile access and then to create a record within the user database for the additional detail. This new feature allows for a D02 database allowing for the user maintenance as one action.

P	Set Up User No 4	? 🗈 – X
Sa S	Tools Edit Links Calculator Price Checker Databases - Image: Calculator - <	
	User-Id ? JOE Full Name ? Joe Bloggs Password ? Bla51 Authority Level (0-9) ? Image: State in the state in	

When log on as the MASTER user and create/update a user-id any extra configured items will appear on the right of the screen for updating.

Installation

Database Changes

The user database has a fixed name – D02.DFD and must be held in the DFCOMP file location (usually the DATA folder). You can create the DFD using the Create/Amend Database Structure tools within the Database Systems menu. Select **Database Systems** followed by **Datafiler Database Utilities** and **Create/Amend Database Structures**. To create the database, select the option to **Create New Database**.

P	Specify Which Database	? 🗈 – X
Datafile Home	Tools Edit Links	
Enquiry	Image: Stock Image: Stock	Spooled Reports Messaging
Database to Create		3
F4-Select Comp DEM		11

Database to Create - enter the path\filename of the new Database - D02.DFD

(P) General Parameters		_ ×
Title Datafile User List	Date Format DD/MM/YY	Auth-Level 🔋 💌

Title – enter the title for the database, our suggestion would be Datafile User List.

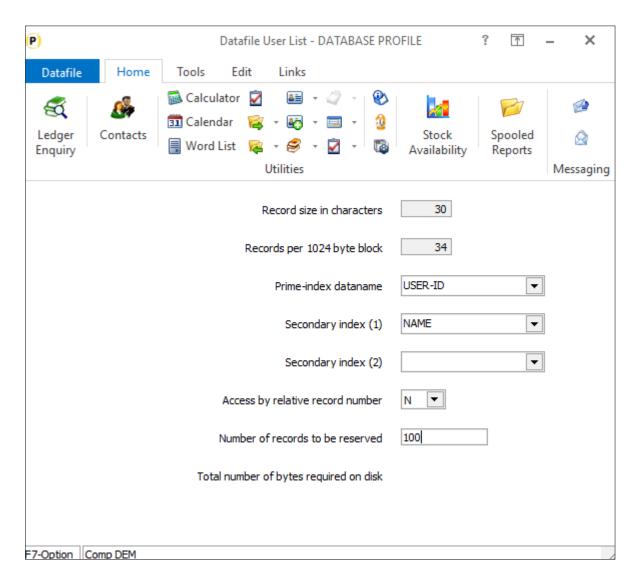
Date Format – accept the default DD/MM/YY format

Auth-Level – accept the default authority level of '9'. This is the lowest authority level – you need all users who can look up to this database to be able to access.

Once the initial database header detail is defined you can then enter the data item structure. This database follows a fixed structure – user-definable items can only be added as items 20-39. The fixed items are:

No	Item Name	Туре	Description
1	USER-ID	X (6)	Prime-Index. Holds the Datafile user-id.
2	NAME	X (21)	Holds the username.
19	SALESPERSON	Ν	Holds the salesperson id number.

Once the mandatory data items have been added press the <ESC> key and choose 'Data Items are Complete'



Prime Index Data name - Select the 'User-ID' data item.

Secondary Index 1/2 – you would typically select Name as the first secondary indexes.

Access by Record Number - respond N

Number of Records to Reserve – enter number of records required (typically we would suggest 100 as an initial value, increasing to 300 if the additional usernames accessory is in place).

You will then be prompted to create the database – respond Yes – and then to Write the Database to disk – again respond Yes.

Once the initial database has been created you can then use the **Restructure A Database** tools to set your own items as required. Remember though you are restricted to adding in the item number range 20->39.

Notes

The system user-ids for MASTER, CONFIG, SLAVE and SYSTEM are not updated to the D02.DFD. Similarly, any user starting DFSQL, AUTO, NLDIF or DEBUG will not be added.

Existing user-id's will be automatically updated the first time you log-in as MASTER user.

You can define ProFiler or Desktop Database maintenance options against the D02.DFD but you should only allow update and view actions and can only allow update for your user-definable items – you should **not** allow update of username or salesperson id here.

The D02.DFD can be used as a lookup database within standard screen maintenance functionality as needed.

Menu Design – Revert to Original Company

Datafile 2021 Diamond and Premier Only

As part of the menu design functionality the option exists to force the user into a particular application company when they select that menu option. When they exit from that option, however, the user remains in that company meaning that users must either manually swap back, or you configure other menus to force selection of the 'original' company. This new feature within the menu design allows you to set to revert to the original company.

Installation

Menu Design

Menu design options are configured via the CONFIG sign on. If sign-on as the CONFIG user and select the required main menu or application menu a new option has been added to **Revert Company**.

P	3. Sales Transactions ?	<u>n – ×</u>
Datafile Home	Tools Edit Links	
Contacts	Calculator Price Checker Image: A starting of the constraint of the constrain	
	Utilities	Messaging
Applic, Program or Notes Menu Name or Program Pa Parameter Password Help Message Link to DeskTop backup se	2000 Company PLS Revert company? Authority Level ? 9 Log ?	

Company – select the company the user is to swap to when performing this action.

Revert Company – set to 'Y' to revert to the original company on exit from this menu action.

Note, the revert company option is only available on P-Program menu calls and not calls to another application menu or the display of a note.

ProFiler

Select Application Company

ProFiler allows you to configure a menu of actions to be processed automatically one after another, sometimes referred to as a Q-menu. This Q-menu can be used to not only call ProFiler actions such as reports and global updates but standard application functions such as batch order creation, document production and so on.

When interacting with the application company you can use D03 menus based on the Profiler application so that the user is directed into the appropriate company. If you need to revert to the original company, or to swap company within a Q-menu procedure, then this wasn't possible – meaning you might require the user to select multiple staged Q menus to complete the designed process.

This new feature allows you to set a Profiler menu action to select a company.

Datafile 2021

Option Type Parameter 1 Parameter 2 Password Authority Checks Prompt Message/Warn Auto Go To Next Opt	V PLS Level 9 Or User	Change Company Company Code - Not Applicable -
Comp DEM	Ok Dydate Update Internal M	lemo

A new option type has been added 'V' which allows you to change company. If used Parameter 1 should be set to be the company code which to swap to.

This option, if used outside of a Q-menu, has no user-interaction – the current company is updated to that defined.